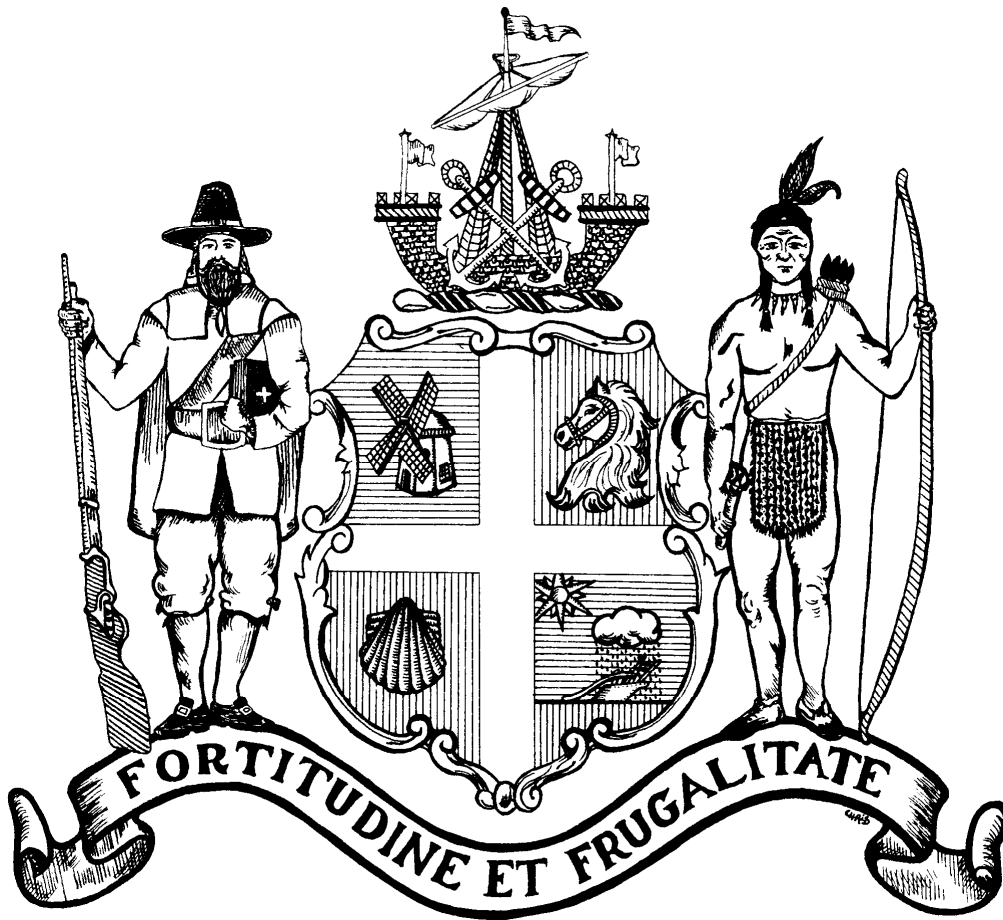


# ANNUAL REPORT

July 1, 2006 – June 30, 2007

## TOWN OF GREENWICH CONNECTICUT



COAT OF ARMS  
OF  
GREENWICH, CONNECTICUT  
Adopted April 25, 1940

## **TOWN OF GREENWICH, CONNECTICUT**

### **NOTICE**

This annual report has been compiled and published by the Board of Estimate and Taxation in accordance with Section 7-406, General Statutes, State of Connecticut, and Section 224 of the Town of Greenwich Charter. It includes the various reports of Town Officers to the Representative Town Meeting, called for by such chapters, and also financial statements and statistics.

While the statements in this report are fairly comprehensive, further details may be found in the Annual Recommended Budget and in other office records of the comptroller and other Town departments.

Copies of the Audit Report are also filed in the office of the Connecticut State Tax Commissioner at Hartford.

The constant improvement of the Annual Report of the Town of Greenwich is earnestly desired. Corrections of errors and suggestions as to form or substance, forwarded to the Board of Estimate and Taxation, Town Hall, Greenwich, Connecticut 06830, will be very much appreciated.

**ANNUAL REPORT**

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**TOWN OF GREENWICH  
CONNECTICUT**



**FOR THE FISCAL YEAR  
JULY 1, 2006 - JUNE 30, 2007**

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Published by the  
Board of Estimate and Taxation

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**REPRESENTATIVE TOWN MEETING  
MINUTES SUMMARY  
2006-2007**

Regular Meeting – September 18, 2006 – 201 present – 22 absent - 6 vacancies

Town Clerk Carmella C. Budkins swore in the following new members: District 3- Maude Polo; District 6- Marilyn Cahn; District 8- Steven D. Gross, Frank A Posluszny, William E. Connors; District 11- Joseph Fahys; District 12- Michael Petrucelli.

The following resolutions were adopted:

A resolution recognizing the service and contributions of the late Harry E. Peden, Jr.

A resolution recognizing the service and contributions of William Carlson.

Appointing Ruth Suh a member of the Commission on Aging for a term expiring 3/31/09.

Appointing Stephan Skoufalos an alternate member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/08.

Appointing Thomas A. Saccardi a member of the Nathaniel Witherell Board for a term expiring 3/31/08.

Appointing Lloyd Bankson a member of the Nathaniel Witherell Board for a term expiring 3/31/09.

Appropriating the sum of \$350,000 to be added to Account No. G219-59560-27069 – Parking Fund.

Appropriating the sum of \$119,000 to be added to Account No. Z312-59620-26034 – Public Works - North Porchuck Road Bridge Replacement.

Appropriating the sum of \$227,000 to be added to Account No. Z312-59600-26023 – Public Works - King Street-Rye Lake Avenue Roundabout.

Appropriating the sum of \$74,500 to be added to Account No. Z312-59600-26129- Public Works-So Water-Mead Avenue Roundabout.

Appropriating \$35,288,000 and authorizing \$35,288,000 notes for the Town for the purchase of the Pomerance/Tuchman properties.

Amending the Town of Greenwich Charter, Section 80, Board of Parks and Recreation.  
(terms of board members)

Appointing Diane Wren a member of the Board of Parks and Recreation for a term expiring 3/31/10.

Appointing John Craine a member of the Board of Parks and Recreation for a term expiring 3/31/10.

Appointing William Dunster a member of the Board of Parks and Recreation for a term expiring 3/31/10.

Appointing John “Steve” Maxwell a member of the Board of Social Services for a term expiring 3/31/09.

Appointing Frederic Henry Brooks an alternate member of the Planning and Zoning Commission for a term

expiring 3/31/08.

Approving a sense of the meeting resolution that none of the \$690,000 for architectural and engineering studies for tiered parking be spent until a final decision has been made by the RTM as to whether there will be any additional tiered parking at all in downtown Greenwich.

Appointing Nancy O'Brien Caplan a member of the Board of Parks and Recreation for a term expiring 3/31/10 was lost.

Amending the Rules of the Representative Town Meeting in Section IV – Election of Delegates and Alternates to Committees was referred back to District 10 to be simplified and more positively presented as a set of guidelines instead of a change in the rules.

A sense of the meeting resolution stating that the Plan of Conservation and Development include a description of all the capital improvements projects was postponed until the October meeting.

Regular Meeting – October 23, 2006 – 191 present – 37 absent – 1 vacancy

Town Clerk Carmella C. Budkins swore in new members: District 5 – J. William Drake; District 6 – Neil J. Bulger and Robert F. Robben; District 12 – Cheryl P. Smith.

The following resolutions were adopted.

A resolution recognizing the service and contributions of the late Virginia Morgan Obrig.

Appointing Nancy O'Brien Caplan a member of the Board of Parks and Recreation for a term expiring 3/31/10.

Appointing Francis J. Scarpa a member of the Nathaniel Witherell Board for a tem expiring 3/31/09.

Accepting a grant in the amount of \$10,308 to be added to Accounts – Board of Education – E03871-50960 and E0387 – 50960.

Accepting a gift in the amount of \$25,000 as reimbursement for the Independence Day Fireworks Celebrations.

Accepting gifts totaling \$38,270 from Parks and Receptions Foundation, Summer Rain Sprinkler Systems, Inc and Friends of Greenwich Point.

Approving the Community Development Block Grant Program.

Appointing the Historic District Commission as the Historic District Study Committee for the purpose of investigating proposed historic districts on Sachem Road and Taconic Road.

A sense of the meeting resolution stating that the Plan of Conservation and Development include a description of all the capital improvements projects.

Appointing Winston Robinson a member of the Board of Parks and Recreation for a term expiring 3/31/10.

Approving the agreement between the Board of Education and the Greenwich Organization of School Administrators (GOSA) for the period July 1, 2007 to June 30, 2010.

Regular Meeting – December 11, 2006 – 195 present – 33 absent – 1 vacancy



Assistant Town Clerk Dorothea Meilinggaard swore in Valerie L. Erde, a new member in District 5.

The following resolutions were adopted.

A resolution recognizing the service and contributions of Dr. James Innes.

Accepting \$614.00 awarded by order of Connecticut Superior Court to be added to Police Department Account No. A213-35018 Federal Asset Forfeiture Account.

Appointing Steven Loparco a member of the Glenville School Building Committee.

Appointing Jane Weisbecker Arnone a member of the RTM Claims Committee for a term expiring 12/31/07.

Accepting a grant in the amount of \$222,786 from the Connecticut Department of Homeland Security to be added to Account No. F130 for Homeland Security Grant.

Accepting a grant in the amount of \$53,327 from the Connecticut Department of Homeland Security to be added to Account No. F130 for Homeland Security Grant.

Amending the Town of Greenwich Charter for Article 15 Sec. 217A – Town Administrator  
Was lost.

Amending the Town of Greenwich Charter in Sec. 6-238 Inland Wetlands and Water Courses Agency,  
establishing a municipal fine for violations was referred to the Legislative and Rules Committee.

Regular Meeting – January 16, 2007 – 181 present – 45 absent – 1 vacancy

The following resolutions were adopted.

Appropriating the sum of \$465,850 for architectural and engineering work for upgrades and improvements to several of the schools.

Amending Sec. 57.1 of the Charter of the Town of Greenwich to appoint a building committee for the Nathaniel Witherell project.

Appointing Serle Mosoff an alternate member of the Planning & Zoning Board of Appeals for a term ending March 31, 2010.

Regular Meeting – March 12, 2007 – 189 present – 37 absent – 3 vacancies

Town Clerk Camella C. Budkins swore in four new members, Carol Carroll, Mark Pruner and John Blankley in District 10 and Andrew Bernstein in District 9.

The following resolutions were adopted.

Appropriating the sum of \$120,000 to be added to Account No. Fleet Department 380-53500 Motor Fuel and Lubricants.

Appointing Paul Toretta a member of the Nathaniel Witherell Board for a term expiring 3/31/10.

Appointing Raymond J. Heimbuch a member of the Planning & Zoning Commission for a term expiring 3/31/10.

Appointing Jeffrey S. Ramer a member of the Board of Ethics for a term expiring 3/31/10.

Appointing Susan Richardson a member of the Historic District Commission for a term expiring 3/31/12.

Appointing Robert F. Grele a member of the Board of Ethics for a term expiring 3/31/10.

Appointing David Ayres a member of the Nathaniel Witherell Board for a term expiring 3/31/10.

Appointing Donald Heller a member of the Planning & Zoning Commission for a term expiring 3/31/10.

Appointing John A. Shulman a member of the Claims Committee for a term expiring 12/31/07.

Appointing Kristen N. Greene a member of the Commission on Aging for a term expiring 3/31/10.

Appropriating the sum of \$450,000 to be added to Account No. Law Department A140-51400 Professional and Other Special Services-Attorneys.

Appointing Victoria deBary a member of the Board of Social Services for a term expiring 3/31/10.

Appointing Stephen C; Francis a member of the Board of Social Services for a term expiring 3/31/10.

Amending the RTM Rules in Appendix D-6.

Amending the RTM Rules in Appendix D-7.

Approving a sense of the meeting resolution that capital improvement projects and/or plans for the Central Business District be included in the new POCD currently being prepared by the Planning and Zoning Commission and that no capital appropriations for improvement projects and /or plans within the CBD be included in; the annual budget until the new POCD has been adopted by the RTM.

Amending the Town of Greenwich charter in Sections 7-24 and 7-45 – Fish and Wildlife was referred to the Legislative and Rules Committee.

Regular Meeting- April 9, 2007 – 201 present – 27 absent – 1 vacancy

Town Clerk Carmella c. Budkins swore in three new members: Michael C. Carter in District 6 and Rosa A. Fini and Marianna Ponns-Cohen in District 11.

The following resolutions were adopted.

Appropriating the sum of \$460,000 to be added to Account No. A6401792 52220- Board of Education – Electric Service.

Appointing Kathrin D. Brown, an alternate member of the Historic District Commission for a term expiring 3/31/10.

Appointing Anne Young, an alternate member of the Historic District Commission for a term expiring 3/31/11.

Appointing Patricia Burns a member of the Nathaniel Witherell Board for a term expiring 3/31/10.

Approving the acceptance of a gift not to exceed \$25,000 to be added to Account No. Z680179259550 (Hamilton Ave School Building Committee capital project) for the purpose of acquiring and installing a mural at the new Hamilton Avenue School.

A sense of the meeting resolution stating that the Nathaniel Witherell shall continue to be owned by the Town of Greenwich and operated as a Town Department.

A lease between the Town of Greenwich and the Children's Day School, Inc of Greenwich for space at the Western Greenwich Civic Center was referred to the Legislative and Rules Committee.

Regular Meeting – May 14, 2007 - 198 present – 30 absent – 1 vacancy

A motion to reduce Account No. 600-100 – Board of Education by \$50,000 was lost.

A motion to delete \$350,000 from Account No. 312-960-28040 \_ DPW Highway Streets and Bridges – Greenwich Town Center Master Plan was adopted.

A motion to reduce Account No. 345-956-28021 – DPW Bldg Construction & Maintenance- BOE Central Office & Senior Center by \$75,000 was lost.

A motion to reduce the Parking Fund Account 318-DPWHighway-Traffice Engineering to \$525,000 was lost.

A motion to reduce the Parking Fund Account 318-DPW Highway-Traffic Engineering by \$1,699,000 (which was all the items in Code 318-900 Capital account) was lost.

A motion to delete the Parking Fund Account 318-921-28091 – Greenwich Avenue Traffic Signals by \$560,000 was adopted.

Motions to delete and correct several typos in the budget resolutions were adopted.

Regular Meeting – June 11, 2007 – 181 present – 47 absent – 1 vacancy

The following resolutions were adopted.

Accepting a grant of \$20,000 from the Connecticut State Department of Education for Hamilton Avenue School being selected as on of the four Connecticut Vanguard Schools.

Appointing Karen T. LaMonica a member of the Commission on Aging for a term expiring 3/31/10.

Approving the programs for the Neighborhood Assistance Act.

Authorizing the First Selectman to accept receipts from the Federal Emergency Management Agency (FEMA) and the State of Connecticut Department of Emergency Management and Security (DEMHS).

Accepting a gift of \$7,500 from the Chickahominy Reunion Association for the Hamilton Avenue School basketball court surface.

Appointing Howard P. Serrell a member of the Commission on Aging for a term expiring 3/31/08.

Appointing Thomas E. Zack a member of the Alarm Appeals Board for a term expiring 3/31/08.

Appointing Robert V. Sisca an alternate member of the Inland Wetlands and Watercourses Agency for a term expiring 3/31/08.

Appointing Dorian S. Fabio a member of the Board of Health for a term expiring 3/31/10.

Appropriating the sum of \$290,000 to be added to Account No. 206-59120-27101 Fire Apparatus.

Appointing Francis J. (Kip) Burgweger, Jr. a member of the Claims Committee for a term expiring 12/31/07.

Appropriating the sum of \$175,000 to be added to Account No. A140-51400 – Law Department- Professional and Other Special Services-Attorneys.

Approving the sale of municipal property known as the North Mianus Community Center to the Bridges Group LLC for the sum of \$825,000.

Appropriating the sum of \$545,000 to be added to Account No. Z6801792059550 25110 for Hamilton Avenue Reconstruction.

Appointing Dik Glass, Stephen Soler, H. Andrew Fox, Jeremy Kaye and Christopher Lacey members of the Nathaniel Witherell Building Committee.

Authorizing the First Selectman to accept a grant from the State of Connecticut, not to exceed \$5million dollars, for the renovation and reconstruction of the Bruce Museum.

Appointing Noble Welch an alternate member of the Historic District Commission was postponed until the September 2007 meeting.

**OFFICE OF THE FIRST SELECTMAN  
AND  
BOARD OF SELECTMEN**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$1,214,526	\$1,177,565	\$1,157,254
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$1,214,578</u></b>	<b><u>\$1,157,254</u></b>	<b><u>\$1,157,254</u></b>
Revenue:	\$4,009	\$2,491	\$11,646

**OFFICE OF THE FIRST SELECTMAN**

The First Selectman is the full-time Chief Executive Officer of the Town of Greenwich and is an ex-officio member of all boards, commissions, and committees and a voting member of the Flood and Erosion Control Board. As the Chief Executive, the First Selectman directs the following departments: Community Development, Consumer Affairs, Fire, Fleet, Human Resources, Information Technology, Labor Relations, Law, Parking Services, Parks and Recreation, Police, Public Works, Purchasing and Administrative Services, and the Town Administrator. Also associated with the Office of the First Selectman are agencies such as the Affirmative Action Committee, Commission on Aging, and Historic District Commission. Section 7-47(a) of the Connecticut General Statutes designates the First Selectman as the collective bargaining representative of the municipality (except for teachers' salaries).

The First Selectman appoints the Conservation Commission, the Sealer of Weights and Measures (Consumer Affairs Coordinator), the Director of Community Development and one member of the Flood and Erosion Control Board. The Board of Selectmen, on the recommendation of the First Selectman, made the following appointment: Peter Siecienski Fire Chief

The major areas on which the First Selectman focused during the past year were:

1. Keeping the overall increase in the property tax rate to 3.5%, of which approximately 1% improves the Town's ability to repair and maintain schools, public buildings, roads, and other infrastructure.
2. Funding construction of the new Police headquarters and parking structure.
3. Revising the Capital Improvements Plan and extending it to fifteen years.
4. Negotiating new labor contracts, including substitution of a defined contribution retirement plan for new hires in place of the existing defined benefit plan.
5. Continuing efforts to contain the costs of health care for employees and retirees.
6. Reducing gradually Town (non-schools) staffing levels.
7. Provide funds to continue the paving program at design standards.
8. Continuing to fund the Safe Routes to Schools program.
9. Increasing natural and terrorist disaster preparedness.
10. Upgrading playing fields.
11. Nominating highly qualified members to the Town's boards and commissions.
12. Enforcing the nuisance ordinance.
13. Develop a study of payroll processing and implementing findings to provide for increased accountability and efficiency with immediate reduction in staffing levels.
14. Develop a study of accounts payable processing and implementing findings to provide for increased

- accountability and efficiency gains with the potential future reduction in staffing levels.
15. Appointment of the Charter Revision Committee.
  16. Appointment of the Nathaniel Witherell Building Committee.
  17. Entering into an agreement with the State of Connecticut to receive Homeland Security Grant funding.
  18. Developing templates to upgrade Departmental Operational Plans.

## **BOARD OF SELECTMEN**

The Board of Selectmen is the focal point of Greenwich Town government. Along with its many responsibilities and duties, constituent contact is an extremely important function of the day-to-day business of this office. Members are:

Jim Lash, First Selectman and Chairman of the Board of Selectmen  
Peter Crumbine, Selectman  
Penny Monahan, Selectman

The Board of Selectmen generally meets in public session once a month unless special circumstances dictate otherwise. Minutes of such meetings are always taken. The First Selectman designates one of the other Selectmen to act in his place and stead during his absence.

The Board of Selectmen dealt with many issues during the year including:

1. Airport noise
2. Appointments and nominations to Boards and Commissions
3. Fees
4. Leases
5. Litigation and settlements
6. Parking and traffic matters
7. Tax District proposals
8. Town water supply
9. Westchester County cooperation
10. Beach access policy
11. Fish and Wildlife Municipal Code revisions
12. Proposed charter changes
13. Human Resources Department policy

## **CONCLUSION**

The First Selectman, in addition to his regular Town government responsibilities and duties, supports and assists a variety of community interests, activities and organizations through proclamations, statements, appearances and participation, continuing a long-established tradition of commitment by all First Selectmen.

The Board of Selectmen continues to be gratified by the dedication and devotion to duty of the many fine employees of the Town of Greenwich. In addition, the Board expresses its genuine appreciation to the citizens of Greenwich who so willingly give of their time to serve on Town Boards, Commissions, Agencies and Special Committees in order to advance and improve our community.

James A. Lash  
First Selectman

## CONSUMER AFFAIRS COORDINATOR

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
Revenue:	\$0	\$0	\$0

### CONSUMER AFFAIRS COORDINATOR

The Town of Greenwich Consumer Affairs Coordinator (Sealer of Weights and Measures) is appointed by the First Selectman for an indefinite term (General Statutes of Connecticut: Sec. 43-6). The Coordinator is responsible for all weights and measures matters including enforcement of all regulations, federal and state statutes, new legislation and interpreting and informing Town of Greenwich industries and merchants of these laws.

The primary function of the Consumer Affairs Coordinator is to ensure the interest of all who buy and sell and to protect those who are unable to protect themselves. The consumer today is more conscious than ever of the high cost of living.

The duty of the Consumer Affairs Coordinator is to inspect, test and seal weighing devices within the Town of Greenwich, such as store scales, gas-dispensing pump meters, taxi meters, etc. Additional duties and responsibilities include handling all affairs dealing with consumer complaints or inquiries. In this capacity the Consumer Affairs Coordinator is recognized as the representative of the State in this area in matters dealing with consumer protection.

Duties include coordination with the State Department of Consumer Protection and Department of Fraud, Food and Drug, Banking, Housing, etc. The Consumer Affairs Coordinator must make careful and accurate decisions between honest errors and frauds, assume full responsibility for actions taken on violations, and use authority with discretion in order to secure full cooperation of owners and managers.

The Department is not equipped at this time to test oil truck meters, but this work is done by the state, which supplies the Town with a test truck and inspector. The local Coordinator joins the State Inspector in testing the meters on all fuel trucks.

**The following is a summary of activity from July 1, 2006– June 30, 2007**

#### Small Capacity Scales (capacity up to 400 pounds)

**329** Inspected and tested  
**12** Condemned for repair

#### Gasoline Pump Meters

**461** Inspected and tested  
**22** Condemned for repair

#### Taxi Meters

56 Inspected and tested  
 4 Condemned for repair

#### Pre-Packaged Items

11,894 Accepted  
 68 Rejected

In addition, the Consumer Affairs Coordinator is responsible for issuing vendor permits for special events such as the St. Patrick's Day Parade and the Fourth of July Fireworks Display. As of June 30<sup>th</sup>, thirty-five (35) such permits were issued for the year.

Anthony F. Belmont  
Consumer Affairs Coordinator



## BOARD OF ETHICS

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
Revenue:	\$0	\$0	\$0

The Board of Ethics has no paid personnel or revenue. Any minor expenses were covered by the Selectmen's Office or by the Members of the Board out of their own pockets.

The Board met nine times during the fiscal year: July 27, 2006, August 4, 2006, September 5, 2006, October 3, 2006, November 6, 2006, December 12, 2006, February 13, 2007, April 10, 2007 and May 15, 2007.

The Board of Ethics consists of five members nominated by the Board of Selectmen and confirmed by the RTM. The Board's responsibilities encompass three main functions:

1. Soliciting, reviewing and evaluating annual statements from Town Officers of any business they, their families or their affiliates conducted with the Town;
2. Hearing and adjudicating complaints or violations of the Code of Ethics; and
3. Rendering advisory opinions to Town Officers who seek advice on the application of the Code to specific transactions.

### ANNUAL DISCLOSURE STATEMENTS

The Board reviewed disclosure statements, all of which were found in order.

### COMPLAINTS OF VIOLATION OF THE CODE

There was one complaint of violation of the Code, which was amended by the applicant to a request for an advisory opinion. This matter involved an individual who is an employee of the Department of Social Services, and who also is elected as an RTM representative, and serves on the Health & Human Services Standing Committee of the RTM. This individual actively participates in votes of the RTM and of that Committee on matters affecting the Department of Social Services which employs him, including the approval of members of the Board of the Department of Social Services. The Board of Ethics rendered a detailed advisory opinion, to which reference is made for its findings and conclusions.

### REQUESTS FOR ADVISORY OPINIONS

There were no requests for advisory opinions other than the foregoing.

### OTHER MATTERS

The Board of Ethics met with representatives of the Greenwich League of Women Voters for a frank and detailed dialogue respecting the Greenwich Code of Ethics and recommendable amendments thereto.

The Board of Ethics met several times, in the development of a Code of Rules and Procedures regarding matters to come before the Board. At the conclusion of the fiscal year, this Code of Rules and Procedures was pending before the Board.

Jeffrey S. Ramer  
Chairman, Board of Ethics

## PURCHASING DEPARTMENT

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$848,109	\$811,873	\$796,627
Capital	\$110,012	\$147,557	\$103,000
<b>Total:</b>	<b><u>\$958,121</u></b>	<b><u>\$959,430</u></b>	<b><u>\$899,627</u></b>
Revenue:	\$12,920	\$6,459	\$5,338

## PURCHASING DEPARTMENT

The mission of the Purchasing Department is to provide centralized procurement services for all equipment, materials, services and designated construction projects in a timely manner providing optimal value for each dollar of expenditure. Associated with the above mission is the provision of contract development services to user departments. An equally important Purchasing Department mission is to provide timely, cost effective telecommunications support and services to all Town departments.

For Fiscal Year 06-07, the volume of work related to procurement process requirements remained stable. Although the number of Requests For Bid, Proposal and Quotation decreased to 111 from 132, the size and intricacy of projects bid increased, requiring a higher level of public procurement support. The number of contracts and service agreements developed, fifty-five, increased by ten percent over the prior year. In addition forty-seven commodity awards were established for the use of departments, an increase of seventy-four percent. Related to active contracts, Purchasing issued and followed up on 120 letters requiring re-documentation of insurance coverage where a particular policy term was about to lapse. Purchasing tracks all insurance coverage terms for contracts it develops and maintains current documentation for 100 percent of contracts.

As always, a wide variety of Requests For Bid/Proposal processes were managed this fiscal year. A small sampling includes the procurement of electronic parking meters, Town Hall's parking structure repair, the managerial/confidential study proposal, the ice breaker workboat for Parks and Recreation, digital map scanning for the Inland Wetlands and Watercourses Agency, and the residential revaluation. One project which was bid out but unable to move forward due to inadequate funding was the lighted raised crosswalk at Railroad Avenue.

During this fiscal year, the last two of five separate bidding processes related to the public safety building project were managed. They were the mass excavation of the public safety complex and the construction of the new public safety complex. Both of the awards relating to these Request For Bid processes came in under budget. Construction of the new facility is under way and is on schedule.

With the advent of electric supply deregulation in the State of Connecticut, separate Requests For Proposal were sent out for the electric supply and demand response services. As a result of the electric supply proposals received, a cost savings of \$1.5 million dollars is projected to be achieved for Town government, the Board of Education and Greenwich Library for the next fiscal year. This projected cost savings will be guaranteed for three years. At fiscal year end, the demand response service proposals received were being evaluated but no decision had been reached. It is likely that the Town's Waste Water Treatment Plant will be the first to enter into an agreement for demand response services, as it has in place the necessary generators.

The procurement of petroleum based fuels continued to be challenging. With market conditions being very difficult for obtaining "reasonable" pricing for petroleum based products such as gasoline, diesel fuel, heating oil and natural gas, the Town's pricing trended upward reflecting what was happening in the NYMEX market.

Purchasing's Bid Request/Bid Tracking software has become firmly entrenched in the procurement process. All departments electronically submitted and tracked all requisitions for goods, services and projects this fiscal year. Another example of Purchasing's electronic files that are readily accessible to departments is the listing of commodity awards and service agreements that are posted to the Town's local area network.

In this fiscal year, Purchasing continued its practice of posting its Requests For Bid/Proposal and all addenda to the Town's website so that they are readily available to the vendor community through downloading.

The area of telecommunications' related support and project management services was very active. After a Request For Proposal process, the Purchasing Department awarded a new three year service agreement for telecommunications services for local and long distance with a cost savings of twenty percent for fixed line charges and ten percent for in state and long distance rates for services to Town government, Board of Education and library facilities.

Town Hall's telephone switch was migrated to a server based platform with duplicate processors. It was necessary to upgrade the platform in order to continue to receive full software support from the vendor. Duplicate processors were installed to provide redundancy for telecommunications, given that Town Hall serves as the Emergency Operations Center.

To ensure that public safety facilities, the Police Department and firehouses, would receive priority restoration services for telecommunications in the event of small or town-wide outages, the registration process with the TSP, Technology Support Program, was conducted. This program is a result of Homeland Security efforts.

Due to a firewall in place at Greenwich Library, it had not been possible prior to this fiscal year for the telephone switches at Town Hall and Greenwich Library to communicate via IP trunks and four digit dialing between the two facilities. A technical solution was found to resolve this long-standing problem.

Through the installation of small Communications Manager Media Gateways to support the telecommunications requirements of the Cos Cob and Byram branch libraries, these locations are now tied to the main telephone switch at Greenwich Library via IP trunking which enables four digit dialing amongst all library facilities, with the exception of Perrot Library.

In the fall of 2006 the Telecommunications Coordinator worked with the Registrars of Voters to ensure that the fall 2007 election is successful and in compliance with State of Connecticut requirements. Verification was made that existing election phone lines were operable. Also, additional lines were ordered as necessary so that all districts would comply with State of Connecticut requirements for people with disabilities to have the ability to access a phone at each district.

In summary, fiscal year 2006-2007 continued the trend of a high level of activity in the purchasing, contract development and telecommunications areas. Prior to fiscal year end, Purchasing was notified that it would be losing a full time administrative staff assistant position in the next fiscal year as part of the Town's overall effort to reduce full-time positions. Although a permanent part-time position will be provided in the next fiscal year, Purchasing will be challenged to manage the volume of work required to successfully support all Town departments.

Joan T. Sullivan  
Director of Purchasing  
and Administrative Services

### ADMINISTRATIVE SERVICES CENTER

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	6	6	6
Expenditures:			
Current	\$666,686	\$647,287	\$613,065
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$666,706</u></b>	<b><u>\$647,287</u></b>	<b><u>\$613,065</u></b>
Revenue:	\$0	\$0	\$0

### ADMINISTRATIVE SERVICES CENTER

Administrative Services Center’s mission is to provide support services to user Town departments in a timely and cost effective manner. This division provides all centralized office services used by Town Departments including Reproduction Center services, microfilming, mail processing, word processing, desktop publishing and website management and central reception under the supervision of the Director of Purchasing and Administrative Services.

### REPRODUCTION CENTER

This area provides reproduction services for all Town departments including Greenwich Library and other Town agencies such as the Housing Authority. New technology to replace the Central Production Printer with an updated Production Xerox Nuvera Printer has been under evaluation this fiscal year as a result of increasing downtime with the current machine. The new technology has increased memory, better print quality, and a shorter paper path, at a lower cost. These advantages translate to faster copying as well as fewer paper jams and make it possible for Administrative Services to stay within the designated budget constraints established by the BET Budget Committee. Construction of pads, folding, booklet making and other paper finishing are done here as well. An upgraded color copier with its digital front end provides additional functionality for the Reproduction Center and the versatility has increased the percentage of duplicating work that can now be done in-house.

The monthly volume has remained approximately 300,000 copies per month on the Central Production Printer with the color copier monthly volume increasing to 9,129 copies.

A wide variety of printing jobs are done in the Reproduction Center. These include, but are not limited to, Assessor Field Cards and Grand List, manuals, Town and departmental Annual Reports, flyers and pamphlets, job postings, Town-wide mass mailings, meeting minutes and agendas, event calendars, the *Savvy Senior*, the telephone directory, the Town’s budget, its Charter and voter lists.

The goal of the Reproduction Center is to produce as many projects in-house as possible. All high volume color copying projects can be done more cost effectively on an offset printing press on the outside and the user departments are informed of this fact.

### MAIL HANDLING

Mail handling includes the following: the metering and posting of mail, pick-up and delivery between the Post Office and Town Hall, and the sorting and distribution of outside and inter-office mail throughout the Town Hall. The Mail Clerk processes special bulk mailings, (i.e., Town-wide mailings, *Savvy Senior* newsletter,

beach applications and cards, voter registration forms, reassessment information, parking permits, alarm bills, etc.), express mail, and UPS as well as standard U.S. mail. A combination of these mail services is utilized to meet the needs of individual departments in the most cost effective manner. Administrative Services has continued its efforts to save money for the Town by utilizing the special bulk mail rate and bar coding whenever possible. The volume is an average of 26,270 pieces of mail processed on a monthly basis.

The mail machine was upgraded during the last fiscal year to a digital meter as mandated by the U.S. Post Office. The new equipment allows us to reload the postal meter by modem, and process certified mail remotely. It also provides additional features to enhance our ability to post mail correctly and at a cost savings.

We are currently investigating mail service providers who merge mail from several pickup sites in order to be able to post mail at the lower presort rate. A contract with such a mail service provider will offset the most recent postal increase and allow Administrative Services to stay within the budget as submitted.

## **MICROFILMING**

Microfilming is a service utilized by many departments to be able to meet State of Connecticut record-keeping requirements. Administrative Services updated to a digital reader-printer, which produces a much better quality image than its predecessor.

During this fiscal year, the Information Technology Department has been doing research into Optical Scanning as a means of records retention to replace microfilming. Administrative Services is hoping to be one of the first areas to be converted to this process in the next fiscal year. Until that time, microfilming of Town records will continue to be done.

## **DESKTOP PUBLISHING AND WEBSITE MANAGEMENT**

Administrative Services continues to provide cost effective office services and additional assistance with special projects to aid departments in meeting their growing and changing needs.

In the area of the internet, the Administrative Services Supervisor electronically updates the Town calendar, posts the Purchasing Department's Requests For Bid/Proposal as well as the information provided on Channel 79, the Town's public television station.

## **CENTRAL RECEPTION**

The Receptionist provides a central answering service for all incoming calls, access control over the secure exits to Town Hall and paging of Administrative Services and building maintenance staff as required. Several times during each day people request and receive a wide variety of information from the Receptionist. Additional services provided include managing the Town's car loaner pool and conference room booking activities for Town Hall.

In summary, Administrative Services strives to constantly upgrade its skill set to reflect that which is required by the new technology in the Town of Greenwich.

Michele Hackett  
Administrative Services Supervisor

## HUMAN RESOURCES

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	11	11	11
Expenditures:			
Current	\$1,642,450	\$1,607,779	\$1,634,547
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$1,642,450</u></b>	<b><u>\$1,607,779</u></b>	<b><u>\$1,634,547</u></b>
Revenue:	\$0	\$0	\$0

### MISSION STATEMENT

The Department of Human Resources works as a team to provide effective service and vital information to employees, retirees and the public with dignity and respect in a fair and equitable manner. Serving as a central resource, our goal is to foster an environment for employees to succeed, develop, and enhance their careers with equal opportunity for all.

### GOALS STATEMENT

Reporting to the First Selectman, the Human Resources Department provides quality services to attract, develop, motivate, manage, compensate and retain a diverse and effective workforce within a supportive work environment. The Human Resources Department is committed to utilizing best practices to provide effective customer service and guidance through consultation and communication with the Town of Greenwich departments, appointing authorities, volunteer boards and employees. The department's key goals and objectives are: recruiting, selecting, hiring and retaining quality staff in compliance with all laws, regulations and contractual requirements; facilitating the employee performance management process: planning and providing relevant training and development opportunities; managing and administering employee benefits; administering all bi-weekly payrolls in an accurate, fair and timely manner; establishing a supportive and diverse work environment; and providing quality customer service.

### SPECIFIC ONGOING ACTIVITIES IN SUPPORT OF DEPARTMENT GOALS

- Provide leadership and direction to all Town departments in the planning, development, coordination and execution of human resource policies, practices and procedures.
- Ongoing maintenance and administration of the Town's compensation plans to provide the Town with the ability to attract, retain and motivate competent personnel by remaining competitive, complying with contractual agreements and providing career opportunity.
- Manage and administer all employee and retiree benefit programs seeking to balance cost effectiveness with the needs of Town employees, retirees and their families.
- Ensure fiscal accountability for active and retiree healthcare costs preparing monthly reports for the BET.
- Administer recruitment activities and facilitate the employee selection processes through pre employment and employment testing and collaboration with the appointing authorities.
- Administer the appointment process for new or promoted employees, implementing payroll authorizations and changes to the Town's system and providing employee orientation regarding job expectations, rules, regulations and benefits.
- Administer all payroll processes and functions to ensure accurate, timely and equitable pay for all employees that are in compliance with all federal, state and contractual obligations.

- Administer, maintain and develop the Town classification system, auditing and modifying position descriptions as organizational needs require, for purposes of re-classification, re-allocation, developing career paths and establishing new positions
- Monitor and assess training and development needs and develop and administer training and professional development opportunities to align with Town goals and to inform, improve and motivate the workforce.
- Provide counsel and advice to all departments in the areas of employee behavior and performance problems, performance management, staffing issues and reorganization issues.
- Administer the Town's Employee Assistance Program for all employees and their dependents.
- Administer employee relations' services for all Town employees.
- Oversee the Town's Affirmative Action and Equal Employment Opportunity processes providing a proactive avenue for improving Town diversity efforts and a voice for employee concerns in these areas.
- Provide labor contract administration and interpretation to all departments and employees, responding to inquiries as needed.
- Administer the Town's unemployment compensation program.
- Administer the Town's Employee recognition program.
- Administer the Town's Department of Transportation Drug and Alcohol Testing Program for town employees who hold commercial drivers license and perform safety sensitive work.
- Manage and maintain, in accordance with all state and federal regulations, all employee personnel records and files.

## **PROJECTS 2006 - 2007**

Coordinate and oversee the successful consolidation of the Town's payroll functions into the Human Resources Department.

Reviewed and reorganized the AA-EEO functions, employing an AAO Consultant on behalf of the Town. Completed the first stage of workplace diversity awareness workshops for Town employees.

Prepared RFP and coordinated the selection process for a vendor to conduct an evaluation of the Town's managerial compensation.

Reviewed and analyzed all exempt Liuna titles to determine FLSA status under new federal guidelines for overtime pay.

Prepared and issued key policy revisions for Military Leave, Employment of Relatives, Employee Disciplinary Procedures, Short Term Absences such as jury duty and funeral leave and Employment Relocation policies.

Prepared and established new policies to provide guidelines for managing Timekeeping processes, Employment Verification procedures and Workers Compensation Leave.

Contracted for and oversaw the conduct of a job analysis on clerical administrative titles at the Board of Education resulting in multiple reclassifications.

Prepared and established new positions for Assistant to the Comptroller & BET, Assistant to the Superintendent, BOE, Assistant to the Commissioner DPW, Deputy Director Planning and Zoning, Business Services Manager, DPW, Community Development Coordinator, Lead Public Safety Dispatcher, Public Relations Manager, Greenwich Library. Amended job descriptions for Dock Master, Assistant to the Assessor, Librarian I and II. Conducted salary research and adjusted pay for All Trades Inspector.

## **RECRUITMENT ACTIVITIES**

Established and posted 53 positions for hire, 52 positions for transfer and 2 positions for upgrade.

Coordinated and facilitated some very visible, difficult and multi-phased recruitment processes such as Police Lieutenant, Deputy Fire Chief, Fire Prevention Inspector, Social Services Team Administrator, Public Safety Dispatch Telecommunicator.

Received and coordinated approximately 1,585 resumes or letters of interest/applications from candidates.



Administered pre-employment or promotional exams to approximately 831 individuals.  
Promulgated 57 eligible lists containing 375 individual candidates eligible for appointment to full time positions.  
Coordinated background investigations and pre-employment medical exams on all potential hires.  
Facilitated the hiring of all seasonal staff.

## **EMPLOYMENT ACTIVITIES**

Appointment processing and orientation of all new Town employees, informing them of workplace rules and policies, advising and enrolling them in healthcare benefits and ensuring that accurate data concerning each employee and their respective salary and benefits is recorded in the Town's information system.  
Administering the DOT random drug and alcohol testing program for employees possessing a commercial drivers license and employees assigned to the marine crew.  
Conducted mandatory training sessions for supervisors of CDL drivers as well as for the CDL driver, reviewing and explaining the policy and procedures with regard to CDL drug and alcohol testing.  
Revised the Town of Greenwich policy for implementing the Federal Highway Administration Regulations on Drug Use and Alcohol Abuse as it refers to holders of CDL licenses who perform safety sensitive work.  
Oversight and coordination of all FMLA requests.  
Review and identification of titles for broad banding to streamline testing process and creation of career promotion opportunities for employees.  
Implementation of the Town's new orientation process for all new employees.  
Evaluated existing products on market regarding applicant tracking, test management and web (online) applicant self-service software. Software provider chosen and implementation of the applicant tracking and test management software to occur during 06-07.  
In collaboration with the Fire Department and Occupational Health, reviewed and finalized the medical examination process for career and volunteer firefighters.

## **HEALTHCARE ADMINISTRATION ACTIVITIES**

Administered healthcare benefits including medical, dental, prescription, life insurance, long-term disability, flexible spending (FSA), Deduct-a Ride and COBRA plans for 2400 Town and BOE active employees and employees on FMLA.  
Administered all healthcare benefits for 700 retired employees.  
Responded to enrollment issues, changes, terminations and claim problems, negotiating resolutions with healthcare vendors and educating employees.  
Coordinated and administered open enrollment for all active and retired employees for annual elections of health insurance on 7/1/06 and HAS, FSA and Deduct-a-ride on 1/1/07.  
Provided a new Anthem HSA (consumer driven plan) providing better coverage at a lower cost.  
Enhanced the dental plan at no additional cost.  
Provided assistance and healthcare information for collective bargaining negotiations.  
Worked with the Health Department to provide the fourth annual employee health fair attended by over 200 employees.  
Planned and coordinated a free flu clinic for all Town and BOE employees with Anthem or Healthnet coverage.  
Provided updated HIPAA and Medicare D Creditable Coverage letters to all employees and retirees.  
Developed a Medicare D prescription plan for Medicare eligible retirees, combining a Medicare D Plan with the Town's current plan providing the best coverage at a reasonable cost to the retirees.  
Reviewed and processed all healthcare provider fees.  
Provided updated HIPAA and Medicare D Creditable Coverage letters to all employees and retirees.  
Prepared, reviewed and audited healthcare budget reports for monthly presentation to the BET.  
Collaborated with Purchasing to prepare and review the RFP for retiree healthcare administration.

## **EMPLOYEE ASSISTANCE ACTIVITIES**

Provided client evaluations for over 400 individuals (employees or members of employee's family), referred to or seeking EAP.  
Provide critical interventions for Town employees.  
Conducted seven Critical Incidence Stress Debriefing sessions.  
Continue to provide biweekly support and facilitation of four recovery groups for employees.  
Provide ongoing liaison with treatment centers and hospitals to maintain the Town's referral protocol for needed treatment facilities and private practitioners.  
Conducted annual DOT mandated training for supervisors and employees.  
Planned additional Life Skills sessions with groups of employees focusing on stress and anger management, and coping skills.  
Ongoing efforts to ensure that all employees are aware of the EAP services.

## **AA/EEO ACTIVITIES**

Human Resources has secured the services of an AAO consultant to respond to the employee hotline and employees complaints or concerns about discrimination alleging harassment or hostile work environment through the conduct of confidential investigations and mediation.  
Provide liaison and information to the Affirmative Action Advisory Committee.  
Plan and conduct training on understanding and identifying harassing or discriminatory behavior in the work place for Town Managers.  
Review and update Town policy on harassment.  
Coordinate the Diversity in the Workplace training initiative.  
Prepare annual EEO reports for the Town.

Maureen Kast  
Director of Human Resources

## GREENWICH PROBATE COURT

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
Revenue:	\$0	\$0	\$0

The Greenwich Probate Court was constituted by the General Assembly on July 4, 1853 and has served the people of Greenwich since that time. Probate judges are elected by the voters of the Town for a four-year term. Our District covers only the Town of Greenwich. Judges serve four-year terms. Judges may appoint one or more clerks or other employees to assist in the operation of the Court; their salaries are paid by the judge. Pursuant to §45a-8 of the Connecticut General Statutes, each town is required to provide a fire-resistant safe or vault for the storage of Court documents, office space, and supplies for the Court and microfilming of Court records.

The jurisdiction of the Probate Court is established by the State Legislature. Major areas of Court jurisdiction include:

- Probating wills and the administration of estates
- Overseeing testamentary and living trusts
- Determining title to real and personal property
- Construing the meaning of wills and trusts
- Appointing guardians for the mentally retarded
- Appointing conservators of the person and the estate of incapable individuals
- Committing those suffering from mental illness, alcoholism, or drug addiction to an appropriate facility
- Removing unfit parents as guardians of their children
- Terminating the parental rights of parents who cannot fulfill their parental responsibilities
- Granting adoptions
- Granting name changes

And other matters, many of which are extremely delicate and complex and some of which are confidential. By way of example, when one of our resident's dies the Probate Court oversees the division of his or her property among those legally entitled to such property. The division of his or her property will be carried out according to the person's wishes if the decedent has executed a will. If there is no will, the property will be divided according to certain laws known as the laws of intestacy. In addition to overseeing the distribution of the estate, the Court will ensure that any debts of the decedent, funeral expenses, and taxes are paid prior to the remaining assets of the estate being distributed. In the course of which proceedings, will contests and objections are not unknown.

There are 123 Probate Districts in the State of Connecticut. Each district functions with a single court, independent of the integrated State court system. Consequently, each court has developed its own unique characteristics. However, since the creation of the office of Probate Court Administrator in 1967, the publication of the Probate Practice Book, and the promulgation of the Rules for Practice and Procedure in the Probate Court by the State Supreme Court, more uniformity has been established. At the same time, this Court has retained a close informal relationship with our community. It is truly a "family court" as it deals with matters directly effecting the family and is easily accessible to all members of the public.

All records of the Probate Court are put on microfilm and maintained in our vault and frequently used by the title searches, genealogists and various historical societies. The Court is current with respect to microfilming decedent's estates and trust estates. Funds to complete required microfilming are being provided by the Town pursuant to its obligations under Section §45a-8 C.G.S. The files are filmed and put in compact books, and then the original files are sent to archives and stored

Importantly, the court seeks to serve our citizens and to insure the efficient, speedy and economical handling of all personal and family matters within its jurisdiction; to provide the people of Greenwich a forum to petition for a fair, equitable and compassionate arbiter.

David W. Hopper Probate Judge  
District of Greenwich

**FINANCE  
&  
BOARD OF ESTIMATE AND TAXATION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	23	23	23
Expenditures:			
Current	\$2,079,546	\$1,919,472	\$1,830,446
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$2,079,546</u></b>	<b><u>\$1,919,472</u></b>	<b><u>\$1,830,446</u></b>
Revenue:	\$8,261,401	\$6,574,924	\$4,536,523

**ORGANIZATION**

The Board consists of twelve members, six Republicans and six Democrats, who are elected to serve two-year terms beginning January first in even years. For fiscal year 2006-2007, there were three bi-partisan standing committees, Audit, Budget, and Human Resources, with four members each. In addition, there were the Legal Services (Law Committee) and Investment Advisory Services, two-person committees (one from each party). They function without chairmen and are responsible for the areas of government indicated by their titles. Bipartisan liaisons to Town departments or program areas assist in information gathering and evaluation for the benefit of the Budget Committee and full board. Ad hoc committees are created when needed for projects within the board, and representatives from the BET are recommended to the selectmen for Town ad hoc committees. During fiscal year 2006-2007, there was an Other Post Employment Benefits (OPEB) Ad hoc committee formed to create a trust for retiree's benefits, other than pensions.

**DUTIES**

The Board is responsible for the proper administration of the financial affairs of the Town: accounting and control, treasury, tax assessment and collection. The most visible responsibility is the development, approval, and monitoring of the Annual Budget of the Town and setting the Town tax mill rates. The board also acts on requests for additional appropriations, transfers, and allotments made during the fiscal year. The board is responsible for the investment of Town funds, including the General Fund, Sewer Funds, Parking Fund, OPEB (Other Post-Employment Benefits) Fund, Risk Management/Internal Service Fund, Capital and Non-Recurring Expense Fund, School Lunch Fund, and Golf Course Revolving Fund. It is also responsible for risk management and internal audit. The board annually selects the external auditors to examine the financial records of the Town and approves the Comprehensive Annual Financial Report (CAFR) and Component Unit Financial Report for the retirement systems. The Annual Report of the Town is also under the purview of the board. In addition, the board conducts public hearings on sewer construction appropriation requests and determines the benefit assessment or tax to be levied against the properties located within the sewer district involved and the level of participation by general taxpayers when appropriate.

**MEETINGS**

There were eleven (11) regular monthly meetings, two (2) special meetings, one budget meeting, two (2) public hearings: one on the 2007-2008 Budget Committee budget recommended to the full BET and one on the adoption of the Community Development Block Grant application for 2007.

**Highlights of BET actions during the fiscal July 1, 2006, to June 30, 2007.**

## **July 2006:**

### **7/17/06 Regular Meeting**

The Board granted approval to transfer \$200,000 from St. Luke's LifeWorks, Construction of Supportive Housing to the Greenwich Library for Byram Shubert Library construction expansion.

The Board granted approval to transfer \$27,500 from Community Development Block Grant Contingency to Family Centers, Inc. Gateway Preschool Property Acquisition.

The Board granted approval to use \$9,600 for a Police Department Grant for the Office of Policy and Management Police and Youth Programs.

The Board granted approval to use \$56,000 for a Police Department Grant for a Radio Inter-Operability System from the Department of Homeland Security, Office of General Grants and Training.

The Board voted to appropriate \$74,500 from the Capital Non-Recurring Fund for the South Water/Mead Roundabout.

The Board voted to appropriate \$227,000 from the Capital Non-Recurring Fund for the King Street and Rye Lake Roundabout.

The Board voted appropriate \$119,000 from the Capital Non-Recurring Fund for the North Porchuk Road Bridge Replacement.

The First Selectman, Jim Lash gave the BET a report on the status of the Tuchman Property Acquisition. The Town previously acquired the Pomerance property and was now in the process of obtaining the Tuchman portion of the two properties.

The BET formed a search committee to replace the position of Treasurer. The Treasurer, Joyce Bostic, passed away on July 9, 2006 and the BET Chairman, Peter Tesei, acknowledged this fact at the beginning of the meeting.

## **August 2006:**

### **August 15, 2006 BET Special Meeting**

The Board voted to appropriate from the Risk Fund \$465,000 for the settlement of the case of Peterson v. Town of Greenwich. The vote was preceded by an Executive Session.

## **September 2006:**

### **September 19, 2006 Regular Meeting and Public Hearing**

A public hearing on the Community Development Block Grant for 2007 was held. In addition, the board voted to accept and use \$963,718 from the Community Development Block Grant.

The Board granted approval to use \$43,863 for a Board of Education Grant for miscellaneous services.

The Board granted approval to use \$3,999 for a Board of Education Grant for Julian Curtiss IS Dundee and New Lebanon Schools.

The Board granted approval to use \$20,456 for a Health Department Emergency Preparedness Planning Grant.

The Board granted approval to use \$9,562 for a Police Department Tri-State Enforcement Program Grant.  
The Board approved the release of conditions of \$3,870,163 for the Nathaniel Witherell Nursing Facility.

The Board approved the release of conditions of \$741,311 for the Social Service Departemnt.1

The First Selectman, Jim Lash, gave the BET an update on the \$690,000 parking structure on Benedict Place. In light of the decisive RTM sense of the meeting against the project, Mr. Lash stated that he will now terminate the project and that the money will not be spent.

### **October 2006:**

#### **10/16/06 Regular Meeting**

The Board granted approval to use \$4,000 for a Board of Education Grant for Glenville, North Mianus and Cos Cob Schools.

The Board granted approval to use \$59,465.28 for a Health Department Public Act Funds Grant.

The Board granted approval to use \$9,831 for the Health Department's HERR Funds Grant.

The Board granted approval to accept \$614 for the Police Department from the Federal Asset Forfeiture In-Kind Grant.

The Board granted approval to use \$26,535 for the Police Department from the Federal Asset Forfeiture Grant.

The Board voted to appropriate \$4,500 from the Risk Fund to settle a legal claim.

The BET voted 10-1-0 (Jim Himes absent and Bob Stone opposed because the guidelines do not call for staff benchmarking against other communities) to approve the Budget Committee's Recommended 2007-2008 Budget Guidelines.

### **November 2006:**

#### **11/20/06 Regular Meeting**

The Board granted approval to use \$40,913 for the Health Department from the Emergency Preparedness Planning Grant.

The Board granted approval to use \$34,500 for the Health Department from the Emergency Preparedness Planning Grant.

The BET voted to approve the Assessor's and Finance Department's operational plans and budget for fiscal year 2007-2008 by a vote of 12-0-0.

### **December 2006:**

#### **12/18/06 Regular Meeting**

The Board voted 12-0-0 to appoint Kathleen Murphy, effective January 2, 2007 as the Treasurer for the Town of Greenwich. Peter Tesei thanked the members of the Treasurer search committee for their time and efforts to complete this search for a new Treasurer. Members of the search committee were Peter Tesei, Bob Stone, Jim Himes, Larry Simon and Art Norton.

The Board approved the release of conditions of \$1,273,208 for GEMS.

The Board approved the release of conditions of \$3,870,165 for Nathaniel Witherell.

The Board granted approval to use \$222,786 for the Office of the First Selectman from a Homeland Security Grant.

The Board granted approval to use \$53,327 for the Office of the First Selectman from a Homeland Security Grant.

The Board approved the release of conditions of \$741,344 for the Social Services Department.

The Board voted to appropriate \$465,850 from the Capital Non-Recurring Fund for the Board of Education for architectural and engineering work required for school capital improvements to be done in the 2008 fiscal year. The architectural and engineering work must be done in the current 2007 fiscal year in order to complete the work in the summer when school is out.

The BET voted 12-0-0 to adopt, on a six-month trial basis, a resolution delegating authority for the Board of Education transfers to the Budget Committee for transfer over \$10,000 and to the Comptroller for those under \$10,000. The practice shall be effective January 1, 2007.

### **January 2007:**

#### **1/22/07 Regular Meeting**

The Board voted to appropriate \$400,000 for the settlement of claims – CRRA, SWEROC and FCR vs. Town of Greenwich to be paid from the Risk Fund. The payment schedule shall be as follows: \$100,000 at the present time, and the remaining \$300,000 would be payable over the next three years, in equal payments of \$100,000 per year.

The Board voted to appropriate \$20,000 from the Risk Fund for the settlement of claim – Heagney, Lennon and Slane vs. Town of Greenwich.

The BET approved a resolution 10-0-1, as recommended by the OPEB Ad Hoc Committee to increase the Equity allocation of the OPEB Fund to 50%, with 40% invested in the Vanguard's Total Stock Market Index, and 10% to the Vanguard Total International Fund. Art Norton abstained due the professional code of ethics relating to his position as a professional money manager.

The BET voted 11-0-0 for acceptance and approval of the Fiscal Year July 1, 2005 to June 30, 2006 Comprehensive Annual Financial Report (CAFR).

The BET voted 11-0-0 to approve the amendments to the Investment Management Agreement between State Street Global Advisors (SSGA) and the Town of Greenwich, dated August 28, 2003, allowing them to invest in index funds until a new Investment Manager is found.

David Ormsby, Chairman of The Nathaniel Witherell Board, and Bill Kowalewski, Executive Director of The Nathaniel Witherell, made a presentation to the BET detailing their renovation plans, mission, services, and



costs associate with these services. The presentation was labeled “A Call for Renewal”.

## **February 2007:**

### **02/20/07 Regular Meeting**

The Board voted to appropriate \$120,000 for the FLEET Department from Contingency for additional funds to purchase fuel (gas and diesel) through June 30, 2007.

The Board granted approval to use \$21,705 for the Police Department for funds from the State Asset Forfeiture Grant.

The Board granted approval to use \$75,071 for the Police Department for funds from the Federal Asset Forfeiture Grant.

The Board granted approval to use \$10,275 for the Police Department for funds from the Federal Highway Safety Grant.

The Board voted for release of conditions of \$100,000 for the Public Works Department for Town-wide Space Utilization funds.

The Board voted to appropriate \$450,000 for the Law Department for professional and other legal fees.

The Board voted to appropriate \$12,600 from the Risk Fund to settle the claim – Sabrina Pray vs. Town of Greenwich.

The Board voted to appropriate \$13,248 from the Risk Fund to settle the claim – DiForio vs. Town of Greenwich.

The Board voted to appropriate \$7,500 from the Risk Fund to settle the claim – Kerry Dunn vs. Town of Greenwich.

The Board voted to appropriate \$25,000 from the Risk Fund to settle the claim – Bodreau vs. Town of Greenwich.

The Board voted to appropriate \$29,000 from the Risk Fund to settle the claim – Spaulding vs. Town of Greenwich.

The Board voted to appropriate \$4,858 from the Risk Fund to settle the claim – Kovach vs. Town of Greenwich.

The BET voted 12-0-0 to approve the Agreement with Julius Baer for Investment Management services for the Retirement Board.

The BET voted 12-0-0 to approve the Retirement System of the Town of Greenwich Actuarial Evaluation Report as of July 1, 2006 by EFI Actuaries, Inc., dated December 12, 2006 and presented to the BET Budget Committee meeting held on February 13, 2007.

The BET voted 12-0-0 to approve salary increases for the Comptroller and the Assessor for acceptance of exemplary performance ratings, entitling them to wage step increases.

## **March 2007:**

**3/19/07 Regular Meeting**

The Board voted to appropriate \$11,500 from the Risk Fund to settle a legal claim against the Town of Greenwich.

The Board granted approval to use \$25,000 for the Board of Education for a gift to Hamilton Avenue School.

The Board granted approval to use \$1,389 for the Board of Education for the refund of expenditures.

The Board voted to appropriate \$482,042 for the Board of Education from Contingency to the account for electric service.

The Board voted to approve the transfer of \$50,000 for the FLEET Department for auto equipment parts.

The Board approved the release of conditions of \$3,870,163 for The Nathaniel Witherell.

The Board approved the release of conditions of \$741,345 for the Social Services Department.

Robert Ryder and Michael Tribe from Peter Giasalfi Associates, Inc., the planning consultant working on the Central District Building Plan, gave a presentation to the BET. Ed Gomeau, Town Administrator, explained that \$80,000 was appropriated for the Greenwich Central Business District study and Giasalfi Associates, Inc. was retained to do the study.

**3/20/07 Public Hearing FY 07- 08 Budget**

Chairman Tesei reviewed the budget process for the public. He reviewed the procedure for the public hearing and fifty members of the public spoke on the budget in general.

**03/21/07 Fiscal 2007-2008 Budget Approval Meeting**

The Board of Estimate and Taxation approved a recommended budget for fiscal year July 1, 2007 to June 30, 2008 for submission to the Representative Town Meeting as follows:

For the General Fund-General Government	\$19,877,843 (12-0-0)
For the General Fund-Fire Department	\$11,609,519 (12-0-0)
For the General Fund-Police Department	\$16,723,503 (12-0-0)
For the General Fund-Public Works	\$20,060,262 (12-0-0)
For the General Fund-Vehicle Maintenance	\$ 2,852,092 (12-0-0)
For the General Fund-Health Department	\$ 2,224,888 (12-0-0)
For the General Fund-GEMS	\$ 3,045,128 (12-0-0)
For the General Fund-Nathaniel Witherell	\$15,689,312 (12-0-0)
For the General Fund-Social Services	\$3,361,637 (12-0-0)
For the General Fund-Board of Education	\$119,287,607 (12-0-0)
For the General Fund-Libraries	\$9,520,458 (12-0-0)
For the General Fund-Parks and Recreation	\$10,640,556 (12-0-0)
For the General Fund-Fixed Charges	\$78,542,793 (12-0-0)
For the General Fund-Capital *as amended	\$64,889,000 (12-0-0)
For the Sewer Maintenance Fund	\$6,393,678 (12-0-0)
For the Sewer Improvement Fund	\$13,817,000 (12-0-0)
For the Parking Fund	\$5,862,125 (12-0-0)
For the Parking Fund, State Portion	\$363,100 (12-0-0)

For the School Revolving Fund	\$4,035,636 (12-0-0)
For the Griffith E. Harris Golf Course Revolving Fund	\$3,398,138 (12-0-0)
For the Other Post Employment Benefits	\$6,000,000 (12-0-0)

The Board voted 12-0-0 to approve the resolution authorizing borrowings for General Fund projects of \$24,124,000, as amended by the BET.

The Board voted 12-0-0 to approve the resolution authorizing borrowing for The Nathaniel Witherell Project Renewal of \$7,300,000, as amended by the BET.

The Board voted 12-0-0 to approve the resolution authorizing the Department of Parks and Recreation Tree Division to accept gifts of trees and plantings from the Greenwich Tree Conservancy, Inc.

The Board voted 12-0-0 authorizing the Comptroller to accept a gift of up to \$750,000 from the Bruce Museum, Inc., for construction of an Animal Control Shelter on North Street.

**April 2007:**

**4/16/07 Regular Meeting**

The Board granted approval to use \$7,500 for the acceptance of a gift for playground equipment for the Board of Education.

The Board voted to transfer \$75,000 from the Fixed Charges Healthcare to Fixed Charges Payment in Lieu of Taxes.

The Board voted to transfer \$700 from Parks and Recreation Office Supplies to Advance for Petty Cash.

The Board voted to appropriate \$8,667.99 from the Risk Fund to settle a legal claim.

**May 2007:**

**05/21/07 Regular Meeting**

The Board voted to transfer \$17,000 for the Parks and Recreation Department for Maintenance Machinery, Tools.

The Board voted to transfer \$27,621 for the Parks and Recreation Department from salaries to accumulated sick and vacation leave.

The Board granted approval to use \$20,000 for the Board of Education from the Vanguard Schools Grant.

The Board voted to appropriate \$545,000 from the Capital Non-Recurring Fund to the Board of Education for Hamilton Avenue School.

The Board voted to appropriate \$175,000 from Contingency to the Law Department for additional legal services.

The Board granted approval to accept a grant from the State of Connecticut to assist in the financing of the renovation and reconstruction of the Bruce Museum for \$5,000,000.

The Board voted to appropriate \$290,000 from the Capital Non-Recurring Fund to the Fire Department for Fire Apparatus.

The Board voted to approve acceptance of FEMA and DEMHS receipts for future reimbursements for costs incurred for damages from the April 2007 Nor'easter.

The General Fund mill rate of 7.763 was set for the July 1, 2007 - June 30, 2008 fiscal year.

The Sewer Maintenance Fund mill rate of 0.335 was set for the July 1, 2007 – June 30, 2008 fiscal year.

The Sewer Improvement Fund mill rate of 0.054 was set for the July 1, 2007 – June 30, 2008 fiscal year.

The Board voted 12-0-0 to approve the amendments and all bond resolutions for the 2007-2008 budget.

The Board voted 12-0-0 to approve the appointment of Blum and Shapiro as independent public accountants to conduct the annual audits for the Town of Greenwich for the fiscal years ending June 30, 2007 and June 30, 2008, with the option of three additional 1 year term extensions given the approval of both parties.

The Board voted 12-0-0 to appoint Leslie Tarkington as BET representative to serve on The Nathaniel Witherell Building Committee.

### **05/29/07 BET Special Meeting**

The BET voted 8-0-1 to postpone a vote on the Resolution to reduce the North Mianus Sewer Project by \$600,000 until the June meeting and to request a report from the Town substantiating the \$600,000 number, with Mr. Michael Mason abstaining because he is a homeowner in the new sewer district and has a financial interest in the passing of the Resolution.

### **June 2007:**

#### **06/18/07 Regular Meeting**

The Board granted approval to the Greenwich Library to continue in force a Radio Frequency Identification capital project at the Shubert Library for \$26,000.

The Board voted to release conditions on funds for GEMS, in the amount of \$1,614,564.

The Board granted approval to use \$20,457 for the Health Department for funds from an Emergency Preparedness Grant.

The Board granted approval to use \$7,500 for the Police Department for funds from the Federal Highway Safety Program State Project # 0187-7197.

The Board granted approval to use \$18,375 for the Police Department for funds from the Federal Highway Safety Program State Project #0187-7260.

The Board granted approval to the Department of Public Works to continue in force \$250,000 for the Dorothy Hamill Skating Rink Truss/Lights capital project.

The Board granted approval to the Department of Public Works to continue in force \$2,200,000 for the Glenville Fire Station Rehabilitation capital project.

The Board voted to transfer \$110,000 for the Department of Public Works to cover payments for sick and vacation payouts.

The Board granted approval to the Department of Public Works to continue in force \$250,000 for Storm Drains.

The Board granted approval to the Department of Public Works to continue in force \$234,000 for the J.J. Kennedy Garage Sewer Pump Station capital project.

The Board granted approval to the Department of Public Works to continue in force \$40,000 for the Exit Road Gate at Holly Hill capital project.

The BET voted 7-4-1 to send the \$600,000 reduction to the North Mianus Sewer Project back to the Comptroller who should consult with the Town Attorney and the First Selectman to determine how to proceed and then either take action himself or come back to the July 2007 BET meeting and report as to why he cannot take action.

The Board granted approval to The Nathaniel Witherell for transfer of \$133,500 for various supplies expense.

The Board granted approval to release conditions of \$331,000 to construct a sidewalk on Dearfield Drive.

The Board voted to appropriate \$28,900 from Contingency to purchase a  $\frac{3}{4}$  Ton Cargo Van.

The Board voted to appropriate \$15,000 from the Risk Fund to pay for the settlement of the legal claim – Patricia Anderson vs. Town of Greenwich.

The Board voted 12-0-0 to approve of a change in the annual gross wage increase of 3.25% for the M/C (Managerial/Confidential) employees for FY 2007-2008– per the M/C Compensation Plan.

As Chairman of the Board, I want to express my appreciation to the members of the board who contribute so much of their time and effort to serve the citizens of the Town and for their cooperation and courtesy extended to me as Chairman. I also want to acknowledge the contributions of the Town Comptroller, Budget Director, and all of the members of the Finance Department staff. Thank you.

Peter J. Tesei  
Chairman

## RETIREMENT

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	2	2	2
Unpaid:	5	5	5
Expenditures:			
Current	\$1,934,575	\$1,204,500	\$1,113,364
Reserve	\$420,315	\$500,278	\$605,306
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$2,354,890</u></b>	<b><u>\$1,704,778</u></b>	<b><u>\$1,718,670</u></b>
Revenue:	\$0	\$0	\$0

## SYSTEM MANAGEMENT ADMINISTRATION

As provided in Article 14 of the Town Charter, a five-member Retirement Board is responsible for the operation of the Retirement System of the Town of Greenwich (“System”). The Retirement Board consists of two employee members elected by the active membership of the System; Edward Gomeau and Mark Kordick, two appointed citizens of Greenwich not employed by or retired from the Town; John Chadwick and Michael Pagliaro, Retirement Board Chair; and the Town Comptroller, Peter Mynarski, who serves as a voting, ex-officio member of the board.

Terms of Office:	Michael Pagliaro	07/01/2005 – 06/30/2009
	John Chadwick	07/01/2003 – 06/30/2007
	Mark Kordick	02/01/2003 – 01/31/2007
	Edward Gomeau	02/04/2005 – 01/31/2009
	Peter Mynarski	contingent upon employment

Mr. Kordick was reelected to another four-year term on February 2, 2007, that will run until January 31, 2011.

The Retirement Board meets monthly with special sessions scheduled as required. Board members serve without compensation.

The Retirement Board appointed James V. Lavin Retirement Plans Administrator on October 3, 2005. The Retirement Plans Administrator is the primary contact for employees and retirees on retirement matters, and serves as liaison between the Retirement System and its providers of professional services. Moreover, this position is responsible for the daily administration of the Town’s 401(k) and 457(b) defined contribution plans. The Retirement Board Secretary position is vacant and being filled on a temporary basis by Mr. Lavin.

## DUTIES

The Retirement Board acts as Trustee of the Retirement System and is responsible for the general administration, proper operation and fiscal soundness of the System. Acting as fiduciaries, the board selects, appoints and oversees the activities of professional service providers who perform as actuaries, legal counsel, pension consultants and investment managers to the System. It operates under the general oversight of the Board of Estimate and Taxation.

## ASSETS AND LIABILITIES

The market value of the Retirement Reserve Fund was \$346,433,082 as of June 30, 2007, compared to \$312,273,634 as of June 30, 2006, a gain of 10.9% for the year.

## **STRATEGIC ROLE**

While benefit levels, contribution rates and eligibility provisions of the retirement plan are governed by Town Charter and applicable collective bargaining agreements, the board is responsible for developing retirement plan provisions in the following areas:

- (a) determining the financial impact of proposed changes to the Plan;
- (b) rendering advisory assistance for labor contract negotiations;
- (c) amending the Retirement Act to incorporate negotiated changes, administrative changes and changes required by law;
- (d) recommending and implementing changes in investment management and asset allocation as required to meet plan liabilities;
- (e) formulating and implementing changes in plan design applicable to those members of the System not represented by collective bargaining

## **KEY ACTIVITIES**

During the fiscal year covered by this report, twelve regular meetings and two special meetings were held.

A special committee has held numerous meetings to update the plan document. A spring 2008 date is targeted to complete this project.

The Retirement Board initiated three investment manager changes in January 2007 due to substandard performance and indexed the funds as shown below:

<b>From:</b>	<b>To:</b>
Armstrong Shaw Associates, Inc.	Russell 1000 Value
Sands Capital Management	Russell 1000 Growth
Transamerica Westcap Investors	Russell 2000 Growth

Additional changes are possible as the Retirement Board discusses investment performance monthly with its investment consultant, New England Pension Consultants of Cambridge Massachusetts.

James V. Lavin  
Retirement Plans Administrator

## REGISTRARS OF VOTER OFFICE

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	5	5	5
Expenditures:			
Current	\$449,830	\$381,850	\$360,088
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$449,830</u></b>	<b><u>\$381,850</u></b>	<b><u>\$360,088</u></b>
Revenue:	\$60	\$205	\$27

The Registrars of Voters represent the two political parties. Greenwich has one Republican and one Democrat Registrar of Voters, holding part-time positions. In addition, three full-time staff employees constitute the personal.

Statutory regulations governing the conduct of elections and related activities are numerous and complex. Registrars attend regularly conducted seminars and instruction sessions with the office of Secretary of State, Election Enforcement Division, and are members of ROVAC (Registrars of Voters Association of Connecticut).

Registrars are responsible to provide assistance to “all” eligible citizens and residents in the Town of Greenwich, regardless of political party affiliation. The Registrars of Voters oversee and implement directives of Connecticut’s and Federal Election Laws.

In odd number of years (2005, 2007) local officials, such as the Board of selectmen, Board of Education, Board of Estimate and Taxation, Board of Tax Review, Town Clerk, Constables, and Representative Town Meeting Delegates are elected.

In 2006-2007, the Republican and Democrat Registrars conducted the town wide municipal election on November 6, 2007.

On even number of years the three Assembly Districts representing (149<sup>th</sup>, 150<sup>th</sup>, 151<sup>st</sup>) comprise State House Representative in Hartford. Greenwich is located in the 36<sup>th</sup> State Senatorial District and selects one Congressman to represent it in Washington. The Statewide Election is held on every even number of years (2002.) Federal officials such as President, U.S. Senator (6-year term), U.S Congressman (2-year term), Governor, Secretary of State, Comptroller, Treasurer (4-year term) and Registrar of Voters (2-year term) are elected

In addition, both Registrars supervised absentee balloting at nursing homes and 24,253 electors responded to the Annual Canvass, 680 electors changed their address, 987 moved out of town.

Greenwich used the Optical Scan voting system for the first time and found the scanners and ballot boxes, which were given free to the town in accordance with the Help America Vote Act worked without problems. The Town of Greenwich was also chosen by lottery to conduct Audits of results at two polling locations, and because of a Moderator’s error the Registrars chose to conduct a recount of votes at District #5, for the Representative Town Meeting. All proved the new tabulation equipment was working properly.

Veronica Baron Musca  
Sharon B Vecchiolla  
Registrars of Voters



## ASSESSOR

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	13	13	14
Expenditures:			
Current	\$975,070	\$995,465	\$881,578
Capital	\$0	\$486,694	\$125,805
<b>Total:</b>	<b><u>\$975,070</u></b>	<b><u>\$1,482,159</u></b>	<b><u>\$1,007,383</u></b>
Revenue:	\$6,133	\$11,700	\$22,021

### MISSION STATEMENT

We update the Grand List annually in compliance with state statutes and case law to ensure equitable and defensible assessed values among property classes and owners for all real and personal property within the Town of Greenwich. We respond to public inquiries, appeals and credit applications. Each year we improve the quality of the real estate, personal property and motor vehicle Grand Lists. We serve the town in a professional and courteous manner. We are working on a complete Town wide revaluation of all real estate parcels by October 1, 2009 in a phased systematic manner.

### 2006-2007 ACCOMPLISHMENTS

We produced the Grand List reflecting the property values as of October 1, 2006 for all 22,092 real estate parcels as well as 4,129 personal property accounts and 65,333 Motor Vehicles. We processed 3,000 building permits with data changes and sketches into the ProVal database. We verified and analyzed 1,100 sales transactions and 150 parcel splits and merger records. We analyzed 1,100 income and expense report filings for commercial property

We calculated 4,100 business personal property accounts and conducted audits on 39 accounts generating new unanticipated revenues of \$78,000. We processed 54,886 motor vehicle accounts, 10,447 supplemental motor vehicles accounts and calculated 5,000 pro-ration adjustments to records reflecting part year auto ownership. We discovered and assessed over 250 vehicles registered out of state.

We processed 389 state elderly applications, 602 local elderly credits applications, 198 additional veterans exemption applications, 92 volunteer firefighter credits applications and completed 40 State Reports for the State Office of Policy and Management.

We processed all real estate records, maintained separate database files for vacant land, building permits, certificates of correction, certificates of occupancy, increase notifications and exemption templates. We responded to approximately 15,000 counters and phone inquiries, reviewed the assessed values and make corrections when needed. We resolved 13 pending Superior Court Cases.

We provided new web pages, assessment maps, books containing sales and assessments by neighborhood, street address and type of building, computer terminals and field card records to enable the public to better understand their assessments.

We installed the new Parcel Analyst software to integrate GIS into ProVal allowing for computerized data analysis and editing.

We successfully distributed the duties of the transferred full time staff member among the remaining four

Administrative staff members.

We attended numerous meetings with the Board of Estimate and Taxation, various Representative Town Meetings districts, the Board of Assessment Appeals, realtors and neighborhood, community and business groups.

**DEPARTMENT KEY SERVICES**

- 1) Produce Grand Lists
  - Real Property, residential, commercial and exempt
  - Personal Property
  - Motor Vehicles
- 2) Process real estate record changes
  - Building permits and certificates of completion
  - Data entry and sketches into the ProVal database
  - Verify and analyze sales transactions
  - Parcel splits and merger records
  - Income and expense report filings for commercial property
- 3) Process business personal property accounts
  - Calculate personal property declarations
  - Audit accounts generating new revenue
  - Discover and list new personal property accounts
- 4) Process motor vehicles accounts
  - Regular motor vehicle list
  - Supplemental motor vehicle list
  - Pro-ration adjustments reflecting part year auto ownership
  - Discover and assess vehicles registered out of state
- 5) Process mandatory reports and applications
  - State elderly applications
  - Local elderly credits applications
  - Additional veterans exemption applications
  - Volunteer firefighter credits applications
  - State Reports for the State Office of Policy and Management
- 6) Process and maintain separate database files for
  - Vacant land
  - Building permits
  - Certificates of occupancy
  - Certificates of correction
  - Assessment increase notifications
  - Exemption templates
- 7) Respond to public questions
  - Answer counter and phone inquiries
  - Review assessed values and make corrections
  - Resolve pending Superior Court Cases
  - Maintain field card records
  - Produce new web pages
  - Produce new assessment maps
  - Provide assessment books by neighborhood and street address
  - Provide sales books by neighborhood, street address and type of building

Ted Gwartney, CCMA II, MAI,  
Town Assessor

**ASSESSOR'S TAXABLE ASSESSMENT @ 70%****ASSESSOR'S TABLE OF VALUATION AS OF OCTOBER 1st 2006  
TOWN OF GREENWICH, CT**

Type Property	Property	2006 Grand List	Percent of
	Number	Assessed Value	<u>Gross</u> <u>Total</u>
<u>REAL ESTATE:</u>			
Residential (100)	19,388	\$26,644,290,240	81.02%
Commercial (200)	953	\$4,202,295,720	9.71%
Industrial (300)	34	\$93,554,230	0.31%
Public Utilities (400)	10	\$31,390,450	0.01%
Vacant Land (500)	747	\$792,994,030	2.34%
Use Land (600)	27	\$3,968,300	0.01%
Apartments (800)	63	\$364,609,430	0.95%
<b>Gross Total Real Estate</b>	<b>21,222</b>	<b>\$32,133,102,400</b>	<b>94.34%</b>
RE Personal Exemptions		\$27,916,000	
<b>Net RE Assessed Value</b>		<b>\$32,105,186,400</b>	
<u>MOTOR VEHICLES:</u>			
Gross Total Motor Vehicles	<b>54,886</b>	<b>\$695,388,110</b>	<b>3.28%</b>
MV Exemptions		\$3,703,970	
<b>Net MV Assessed Value</b>		<b>\$691,684,140</b>	
<u>PERSONAL PROPERTY:</u>			
Gross Total PP	<b>4,129</b>	<b>\$558,217,840</b>	<b>2.38%</b>
PP Exemptions		\$5,970,599	
<b>Net PP Assessed Value</b>		<b>\$552,247,241</b>	
<u>GRAND TOTALS:</u>			
<b>Gross Total</b>	<b>80,237</b>	<b>\$33,386,708,350</b>	<b>100.00%</b>
<b>Total Exemptions</b>		\$37,590,569	0.11%
<b>Net Before BAA</b>		<b>\$33,349,117,781</b>	<b>99.86%</b>
<b>BAA Net Adjustments</b>		(\$44,919,590)	-0.13%
<b>Taxable after BAA</b>		<b>\$33,304,198,191</b>	99.76%
		0.7	
<b>Equalized @ 100%</b>		<b>\$47,577,425,987</b>	

**BOARD OF ASSESSMENT APPEALS**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$41,275	\$40,831	\$32,539
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$41,275</u></b>	<b><u>\$40,831</u></b>	<b><u>\$32,539</u></b>
Revenue:	\$0	\$0	\$0

In 2006-2007 fiscal year, all board remained the same as the previous year. This was a non-revaluation year so the number of appeals was greatly decreased to about 230 properties. Last years total was about 1007. In addition we heard about 100 automobile personal property appeals, which were entirely submitted by limousine companies. Less than 10 appellants have carried on to the Superior Court.

Jeff Reardon  
Chairman  
Board of Assessment Appeal

## LAW DEPARTMENT

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	10	10	11
Expenditures:			
Current	\$2,263,972	\$1,579,108	\$1,504,336
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$2,263,972</u></b>	<b><u>\$1,579,108</u></b>	<b><u>\$1,504,336</u></b>
Revenue:	\$0	\$0	\$0

The primary charge of the Law Department is to serve as legal advisor, attorney, and counsel for the government of the Town of Greenwich and its departments and officers. The office is comprised of the town attorney, four full-time assistant town attorneys, one part-time assistant town attorney, one special counsel, and an administrative staff. In the fiscal year 2006-07, the office represented the Town, its boards, commissions and agencies in cases that were instituted in federal and state courts as well as with administrative agencies.

The Law Department defends a large number of diverse lawsuits. A significant portion of these lawsuits is based on personal injury, including fall downs and motor vehicle accidents. Many of these cases involve serious injuries allegedly resulting from defective roads as well as expanded theories of tort liability, which have made the Town increasingly vulnerable to negligence lawsuits.

A growing area for the Law Department is the defense of the number of administrative appeals which continues to increase. These appeals are brought in Superior Court to challenge determinations made by the Town's land use and other administrative agencies. So, too, in the area of administrative law, there has been significant growth in applications filed under the Freedom of Information statute which in many instances result in litigation before that Commission, as well as Appeals to the Superior Court.

Another trend that the Department is addressing is the increasing demand for special education services by parents of children in the public school system. These special education matters, including Due Process proceedings, are handled by outside counsel as well as the Law Department staff. In addition to the special education matters, the Law Department represents the Administration of the Greenwich Public Schools at expulsion hearings. There were 19 such hearings in the 2006-07 fiscal year.

The Law Department has also reviewed and investigated over 188 claims in the 2006-07 fiscal year. The majority of these claims, involving both property damage and personal injury, are settled, and do not result in the filing of a lawsuit.

In addition, the department is seeing a rapid growth in a number of cases involving alleged employment discrimination. We are seeing these in the Federal Court as well as the administrative level before the Commission of Human Rights and Opportunities.

Over 90 appeals from the Board of Assessment Appeals are pending in the Superior Court as a result of the 2005 town-wide property tax revaluation where property owners are contesting the revaluation assessments, including new appeals that were brought this year. There are also approximately 10 cases that remain pending from the 2001 revaluation.

On a daily basis, the office renders oral and written legal opinions, drafts ordinances, reviews and approves contracts, and attends the meetings of various Town departments, agencies, boards and commissions when necessary.

In conclusion, I would like to thank the members of my staff for their continued support and dedication in achieving the goals of this office.

John Wayne Fox  
Town Attorney

**Statistics of Law Department  
Schedule of Litigation  
July 1, 2006 - June 30, 2007**

	<u>Pending 6/30/06</u>	<u>Commenced 2006-07</u>	<u>Concluded 2006-07</u>	<u>Pending 6/30/07</u>
Appeals from Planning and Zoning Commission	12	3	7	8
Appeals from Planning and Zoning Board of Appeals	19	5	9	15
Environmental Litigation v. Town of Greenwich	11	1	2	10
Personal Injury/Property Damage Actions v. Town	35	10	8	37
Miscellaneous Actions v. Town	18	2	3	17
Miscellaneous Actions brought by Town	2	0	1	1
Appeals from Board of Assessment Appeals	55	58	12	101
Civil Rights/Human Rights	29	11	6	34
Freedom of Information Actions	7	3	2	8
Board of Education Litigation/Special Ed/Expulsions	<u>2</u>	<u>3</u>	<u>2</u>	<u>3</u>
<b>Totals:</b>	<b><u>190</u></b>	<b><u>96</u></b>	<b><u>52</u></b>	<b><u>234</u></b>

## TOWN CLERK

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$595,934	\$573,285	\$546,798
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$595,934</u></b>	<b><u>\$573,285</u></b>	<b><u>\$546,798</u></b>
Revenue:	\$8,364,973	\$8,446,884	\$8,013,221

(Note) Includes encumbrances and improvements financed in each year.

The Town Clerk's office continues its daily duties of issuing dog licenses; hunting, fishing, trapping and shellfish licenses; issuing Pheasant Tags and the Connecticut Duck Stamp and Connecticut HIP Permits; recording deeds, births, marriages and deaths and certifying copies of same; filing liquor permits and maps; receiving and processing Military Discharge papers; issuing absentee ballots; preparation of reports for primaries and elections; preparation and mailing Representative Town Meeting Call and Minutes; and responding to many other requests for information on various matters, the volume of which continues to increase.

The volume of activity in the office this year included recording 395 trade names, 134 maps and 51 Military Discharge papers. There were 2951 Dog Licenses and 1 Kennel License issued; 949 Hunting, Fishing and Trapping Licenses, 14 Pheasant Tags and 72 Connecticut Duck Stamps and 64 HIP Permits were issued. 83 Resident, 40 Senior and 37 Junior Shellfish permits were issued. The Vital Statistics Division processed 2135 Births (Males 1103, Females 1032) (Resident 524, Non-Resident 1611) (Twins - 69 sets - 19 male, 18 female and 32 male and female); (Triplets - 1 set - male): 358 Marriages (Religious Ceremonies 171, Civil Ceremonies 187) 18 Civil Unions (Religious Ceremonies 2, Civil Ceremonies 16) and 619 Deaths (Males 285, Females 334) (Resident 389, Non-Resident 230).

On July 1, 1982, Public Act No. 81-34 was approved by the State and became law. The act provided that all Notary Publics record their certificates in the town in which they live. This year, the Town Clerk has recorded or renewed 120 certificates. The recording fee is \$10.00, payable to the Town.

On July 1, 1989, the State of Connecticut amended Public Act 83-1 (State Real Estate Conveyance Tax). Public Act 89-127 imposes a tax of .5 percent on the first \$800,000 of the selling price and one percent tax on the amounts over \$800,000. It is the responsibility of the Town Clerk to collect this tax and send it on to the State. The amount collected for the fiscal year 2006-2007 was \$26,230,429.

On July 1, 2000 Public Act No. 00-146 (Preservation of Historic Documents) became law. The act imposes a surcharge of three dollars on each document recorded on the land records. The State receives two dollars and the Town retains one dollar. The town share collected for the fiscal year 2006-2007 was \$25,226.

In March 2003, Public Act No.03-03 was approved by the State imposing a higher rate for the town conveyance tax from \$1.10 per thousand to \$2.50 per thousand of the selling price. The total conveyance tax collected was for fiscal year 2006-2007 was \$7,719,105.

On October 1, 2005 Public Act No. 05-228 became law. The act imposes a surcharge of thirty dollars on each document recorded on the land records. The State receives twenty-six dollars for the state's Land Protection, Affordable Housing and Historic Preservation Account. The town receives four dollars for land protection and historic preservation.

There were 8 regular Representative Town Meetings. There were 19 resignations among the membership.

In the September Democratic Primary for Governor, Lt Governor and US Senator there were 7,127 eligible to vote and 3690 voted or 51%.

In the November State Election there were 32,844 eligible to vote and 21,865 voted or 66%.

**Land Records Statistics** The total instruments recorded upon the land records which include deeds of conveyance, mortgages, release of mortgages, liens, releases, foreclosures, affidavits, declarations are: 2006-2007- 25,029; 2005-2006- 20,437; 2004-2005 – 19,366.

Carmella C. Budkins  
Town Clerk



## PLANNING AND ZONING COMMISSION

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	7	7	7
Expenditures:			
Current	\$520,475	\$366,859	\$460,170
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$520,475</u></b>	<b><u>\$366,859</u></b>	<b><u>\$460,170</u></b>
Revenue:	\$159,562	\$172,479	\$172,698

The Planning and Zoning Commission is a regulatory body composed of five regular members and three alternates appointed by the Representative Town Meeting upon nomination by the Board of Selectmen. The Department has seven full-time staff members, (Director Planning and Zoning/Zoning Enforcement Coordinator/Town Planner, Assistant Town Planner, Senior Planner, Planner II, Planner I, Land Use Technician, Administrative Assistant) and two part-time clerical, and one shared receptionist with Conservation Commission and Inland Wetland and Watercourse Agency. The administrative staff (under 174 account) consists of three full-time and four permanent part-time persons shared by P&Z, CC, and IWWCA. The powers and duties of the Commission are defined in Special Act 469 of 1951, which states in part, "Said Commission shall, in addition to the powers and duties conferred by this act, have all the powers and duties conferred upon Zoning Commissions under the General Statutes of this state." The Commission is charged with the task of preparing a plan for the development of the Town, now known as the Plan of Conservation and Development, for adoption by the Representative Town Meeting. State Statutes and the Town Charter authorize the Commission to review Municipal Improvements and regulate subdivisions of land.

### SPECIAL PERMITS – 42

The Commission reviewed forty-two (42) special permit applications. Twenty-six (26) were approved, two (2) were denied, nine (9) were withdrawn, and five (5) were pending at the close of the year. This is a 36% reduction over the previous fiscal year.

### SUBDIVISIONS – 51

During the past year the Commission processed a total of fifty-one (51) subdivisions applications as contrasted with fifty-eight (58) in the preceding year, a 12% decrease. Thirty (30) were properties with lot line revisions, sixteen (16) were subdivisions creating two or more lots, and (3) three were re-subdivisions. Of the fifty-one (51) subdivisions, thirty-eight (38) were approved, two (2) were denied, five (5) were withdrawn and four (4) were pending at the end of this fiscal year. This continuing reduction in the level of subdivision activity for two years in a row as contrasted with prior years is probably due to the enactment of the amendment by the Planning and Zoning Commission and the RTM in the subdivision regulations definitions, which made the creation of two or more lots a subdivision (instead of three or more lots) subject to the Planning and Zoning Commission's subdivision jurisdiction. The total of fifty-one (51) subdivision applications received in fiscal year 2006-07 resulted in an estimated twenty-two (22) new lots as contrasted with an estimated thirty (30) building lots created in fiscal year 2005-06. Over the last seven years, the Commission has approved about three hundred twelve (312) new lots.

### NON-COASTAL SITE PLANS – 385

There were three hundred eighty five (385) non-coastal site plan applications handled and processed through the Department. This was a slight increase of 11 applications over fiscal year 2005-06. The Commission reviewed

one hundred two (102). Staff reviewed and approved two hundred eighty three (283), or 73% of the total through Administrative Staff review and signoff process.

### **COASTAL APPLICATIONS – 156**

A total of one hundred fifty six (156) coastal site plan/subdivision applications were reviewed this fiscal year. This is a slight increase over the one hundred fifty one (151) from last fiscal year. The Commission reviewed forty-two (42) applications, thirty-five (35) were approved, three (3) were denied, three (3) were withdrawn, and three (3) are sill pending. One hundred fourteen (114) or 73% were handled administratively only by the Planning and Zoning staff. In total, one hundred thirty seven (137) CAM applications were approved, four (4) were denied, five (5) were withdrawn, and seven (7) are still pending.

### **TOTAL SITE PLANS – 541**

There were a total of five hundred forty one (541) coastal and non-coastal site plans combined. This is a 3% increase over last fiscal year, and one hundred forty four (144) were reviewed by the Commission and three hundred ninety seven (397) or about 73% were handled administratively by staff.

### **ELDERLY/ACCESSORY APARTMENT – 4**

There were no elderly applications, but the Commission through site plan and special permit applications approved four (4) affordable apartments. This is the same as last fiscal year.

### **NEW ADDRESSES – 67**

Sixty-seven (67) new addresses were provided to the public in FY 06-07. This is a 15% increase over last year. The Planning Department is responsible by Town Ordinance to provide addresses to the public and post offices.

### **ZONING – 3**

There were three (3) zoning text amendments applications reviewed by the Commission, two (2) were denied and one (1) was withdrawn. There were five (5) zoning map amendments proposed by applications in the last fiscal year; three (3) were approved, one (1) was denied and one (1) was pending. Those approved included:

1. Bruce Park Avenue - rezoned to R-6.
2. 85 Mason Street – rezoned to CGB-HO Historic Overlay.
3. 151 Hamilton Avenue - rezoned to R6-HRO.

### **MUNICIPAL IMPROVEMENTS – 10**

The Commission reviewed ten (10) Municipal Improvements during FY 06-07, which is the same as in the previous fiscal year. Nine (9) were approved and one (1) was denied. The following list summarizes the projects reviewed:

- |    |   |          |
|----|---|----------|
| 1) | MI #0548, 296 Valley Road - Bridges School                  | Approved |
| 2) | MI #0551, Great Captains Island Lavatory                    | Approved |
| 3) | MI #0552, 100 Indian Field Road - Sanitary Sewer            | Approved |
| 4) | MI #0553, 33 Riversville Road - Glenville Elementary        | Approved |
| 5) | MI #0554, 395 North Street - Animal Shelter                 | Approved |
| 6) | MI #0555, 31 & 33 Nicholas Ave. - Powell Street Abandonment | Approved |
| 7) | MI #0557, Tod's Driftway - Nature Play Area                 | Denied   |
| 8) | MI #0558, 449 Pemberwick Road - Civic Center                | Approved |
| 9) | MI #0559, Church Street - Pedestrian Access                 | Approved |

10) MI #0560, 142 South Water Street - Pump Station

Approved

### **ARCHITECTURAL REVIEW COMMITTEE – 160**

A total of one hundred sixty (160) applications were reviewed by the ARC, an 11 % increase over last year. Of the one hundred sixty applications, seventy-seven (77) were for signage, and eighty-three (83) were for exterior alterations. One hundred fifty eight (158) were approved and there were two (2) denials, one (1) for a sign and one (1) for an exterior alteration.

### **HISTORIC DISTRICT COMMISSION – 25**

There were twenty-five (25) applications referred to the Historic District Commission from Planning and Zoning for review and comment. Three (3) historic overlay proposals, six (6) historic overlay properties, eleven (11) National Register properties, four (4) Central Business District properties and one (1) other historic property application were referred to the Historic District Commission for review between July 1, 2006 and June 30, 2007, for a total of twenty-five (25) applications. In each case, a letter was written to the Planning and Zoning Commission advising them of the HDC's opinion of the application. This represents a 500% increase in applications referred to and reviewed by the HDC.

### **SCENIC ROADS – 0**

No applications for Scenic Roads were submitted in FY 06-07

### **TELECOMMUNICATIONS – 3**

There were three (3) applications processed in the past fiscal year, which is one (1) less than last FY 05-06. FY 06-07 included two (2) Commission reviewed applications and one (1) administrative review. The two (2) Commission reviewed applications were for one new site and one expansion of a site, one at the St. Mary's Roman Catholic Church on Greenwich Avenue and the other at the Water Company Land on DeKraft Road, which were both approved.

### **TOTALS – 906**

In FY 06-07 there were approximately nine hundred six (906) items handled by the department, about the same as last fiscal year. This is reflective of the continuing high level of applications and building activity in Town. Six hundred twenty eight (628) or 70% of the total were approved under Administrative Review Process by staff and not reviewed by the Commission. The remaining two hundred seventy eight (278) required Commission review by Charter or State Statutes.

### **HIGHLIGHTS OF DEPARTMENT ACTIVITY 2006-2007**

- a. Department handled a total application load of 900+ items; Staff reviewed 70% of all submissions to the Planning and Zoning office, and the Commission held a total of forty-one (41) meetings.
- b. Byram Enhancement Plan Consultant study (an update to the Byram Neighborhood Improvement Plan) Phases 1 and 2 have been completed. Plans for the pocket park at the South Water Street Pump Station site and the walkway and public boardwalk on Town property at the end of Church Street on South Water Street were approved by the Board of Selectmen and preliminary site plan approval granted by the Commission. Surveys for these Town properties and federal channel lines of the Byram River are in process.
- c. Continued working with the Department of Public Works, Sewer Division, Health Department and the Consultant for the Sewer Needs Assessment Study.

- d. Staff conducted service to over 3,655 people at the public counter as walk-ins who logged in for professional planner inquiries an increase of over 1000 people over FY 05-06 and a total of over 250 site inspections.
- e. Revenues are around \$14,000 less than last fiscal year. This is due to the reductions in the number (and fees) of Special Permit applications (-\$10,000) and subdivisions applications (-\$4,000).
- f. Consultant (Planimetrics LLC) for the update to the 1998 Plan of Conservation and Development was hired and the schedule for the next 18 months of meetings for the new plan was developed.
- g. There was a 60% turnover of the professional planning staff due to retirement and upward movement of one staff member, which left three positions to be filled.
- h. The Land Use Administrative staff reflects a consolidated account (174) for full and part-time administrative personnel services shared for over the past six (6) years by all three (3) Land Use Departments: Planning and Zoning, Inland Wetlands and Watercourse Agency, and Conservation Commission.

## **DIRECTIONS FOR NEXT FISCAL YEAR**

It is anticipated that the following will be critical work items for the Commission, Staff and Consultants in the next fiscal year:

- Hold at least fifteen (15) new public meetings with Planimetrics in all RTM districts to obtain public input on issues to be addressed in the new 2008 Plan of Conservation and Development. Consultants will draft a new plan through June 2008, and hold public meetings.
- Staff to complete in house studies on build out analysis, demographics, housing and commercial development utilizing GIS and Tax Assessor Proval Systems.
- Finalize the study on the Byram Neighborhood Enhancement Plan; and work with Town Departments to implement Byram recommendations for physical improvements and beautification. DPW to submit final coastal site plans to Planning and Zoning for approval and construct both the pocket park and walking park and boardwalks.
- Complete Future Sewer Needs Study - and include new Sewer Map in the new 2008 POCD for RTM approval.
- Continue reviewing and updating the Zoning Regulations, for Soil and Erosion, Tree Preservation and Subdivision Regulations and adopt new regulations as needed to comply with Phase II for Stormwater Best Management Practices required by DEP and EPA.
- Work with DPW to update the Excavation and Fill ordinance and bring to the RTM.
- Continue updating of all maps (street, property, zoning, open space, commercial, etc.) utilizing the GIS and CADD, and Housing and Population Densities, Building Zone Maps, Sewer Map Boundary, Subdivision Map, and Split Zone Lots, as preparation for the update to the 1998 POCD.

Donald Heller/Ray Heimbuch, Chairmen, Planning and Zoning Commission

Diane W. Fox, Director Planning and Zoning/Zoning Enforcement Coordinator/Town Planner

## **PLANNING AND ZONING COMMISSION MEMBERS AND TERMS:**

Donald Heller, Chairman; term expires March 31, 2010  
 Frank Farricker, Secretary; term expires March 31, 2008  
 Raymond J. Heimbuch; term expires March 31, 2010  
 Richard Maitland; term expires March 31, 2009  
 Paul S. Marchese; term expires March 31, 2009  
 Ellen Avellino; term expires March 31, 2010  
 Margarita T. Alban; term expires March 31, 2008  
 Frederic H. Brooks; term expires March 31, 2008

Briefing Meetings = 20	Regular Meetings = 20	Special Meetings = 1
July 10, 2006	July 11, 2006	
July 24, 2006	July 25, 2006	
September 11, 2006	September 12, 2006	
September 25, 2006	September 26, 2006	
October 16, 2006	October 17, 2006	October 31, 2006 Workshop
November 8, 2006	November 9, 2006	
November 27, 2006	November 28, 2006	
December 11, 2006	December 12, 2006	
January 8, 2007	January 11, 2007	
January 22, 2007	January 23, 2007	
February 12, 2007	February 13, 2007	
February 26, 2007	February 27, 2007	
March 12, 2007	March 13, 2007	
March 26, 2007	March 27, 2007	
April 9, 2007	April 10, 2007	
April 23, 2007	April 24, 2007	
May 7, 2007	May 8, 2007	
May 21, 2007	May 22, 2007	
June 11, 2007	June 12, 2007	
June 25, 2007	June 26, 2007	

Diane W. Fox  
Director of Planning & Zoning

### CONDEMNATION COMMISSION

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
Revenue:	\$0	\$0	\$0

The Condemnation Commission consists of five members appointed by the Representative Town Meeting and serves without compensation.

In accordance with the applicable provisions of the State Statutes and the Town Charter, its duties include, but are not limited to, the taking of land for public purposes and determining the compensation for such property. The commission is also responsible for apportioning the cost of installing sewers among the properties within such sewer project. This includes the two most recent sewer projects in Milbrook and North Mianus.

Bob Tuthill  
Condemnation Commission

**FLOOD AND EROSION CONTROL BOARD  
NOT AVAILABLE AT TIME OF PRINTING**

## CONSERVATION COMMISSION

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	1.5	1.5	1.5
Expenditures:			
Current	\$154,996	\$117,820	\$156,735
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$154,996</u></b>	<b><u>\$117,820</u></b>	<b><u>\$156,735</u></b>
Revenue:	\$0	\$0	\$0

### PROGRAM OVERVIEW

The Greenwich Conservation Commission is an advisory board set up under State Statute and local ordinance to assist the town with planning and management of its natural and cultural resources. As charged, the Commission provides technical assistance and guidance to the First Selectman and all other boards and agencies of the Town as needed. During FY07, the Commission held 11 regular meetings, and 2 special meetings for site walks. Regular meetings are held on the first Thursday of the month in the Town Hall Meeting Room unless otherwise noticed.

Membership of the board consists of seven regular members and three alternate members, all appointed by the First Selectman for four-year terms. All members serve without compensation. William Rutherford continued to serve as Chairman, Eric Brower as Vice-chairman, and Alexander Brash as Secretary. Renee Seblatnigg, Nancy Dickinson, Sue Baker, and Lisette Henrey remained on the Commission as regular members. Gary Silberberg, Giulietta Fargion, and Suzanne Graham continued to serve as alternates. The Commission currently employs 1.5 professional staff. Denise Savageau, Conservation Director, continued to serve the Commission full time as the department head and is responsible for day-to-day operations of the department. Aleksandra Moch also continued working for the Commission as Environmental Analyst, a position that is shared 50/50 with the Inland Wetlands and Watercourses Agency. Administrative staff is shared with the other land use agencies.

Commission members and staff continued a cooperative relationship with organizations both internal and external to the Town Hall creating a successful public/private partnership for conservation work in town. This includes working daily with Planning and Zoning, Inland Wetlands, Health, Parks and Recreation, Public Works and the Board of Selectmen's office; and regularly attending meetings and/or working with the League of Women Voters, Greenwich Land Trust, Greenwich Green and Clean, Audubon Greenwich, Mianus River Watershed Council, Bruce Museum, Soundwaters, Greenwich Boy Scouts and Girl Scouts, Connecticut Fund for the Environment, Greenwich Point Conservancy, Calf Island Conservancy, Garden Education Center and all of the garden clubs in Greenwich, and the Connecticut Envirothon Program. This strong public relations effort has allowed the Commission and staff to leverage volunteer efforts to expand conservation programs beyond what could be accomplished by staff alone. Commission staff also maintains a cooperative relationship with state and federal partners including Connecticut's Department of Environmental Protection (DEP), the federal Environmental Protection Agency (EPA), and our state and federal legislators.

### ADMINISTRATION

Commission members and staff continued to work with the other land use agencies to refine program delivery. This year time was spent working on office space and new permit software



## PROGRAM

Work of the Commission is varied and is often influenced by external factors. Over the years, however, key program areas have been identified as follows: 1) protection of water resources including drinking water supplies, 2) technical assistance on land use proposals, 3) open space protection and management, 4) wildlife/habitat management, 5) protection of cultural resources, and 6) public outreach. Priorities within these areas include heading the water supply team, flood management, deer and goose management, Cos Cob Power Plant restoration, historic restoration, and coordination of technical assistance to Planning and Zoning and Inland Wetlands agencies.

- **Water supply protection issues continued to be a top priority for the Commission** - The Conservation Director serves as the lead staff for the Town's water supply team which includes the First Selectman, Director of Health, Fire Chief, and Emergency Preparedness Operations Coordinator. The past year saw adequate supplies but continued high demands. The Conservation Director continued to serve on the Aquarion citizen advisory board and keeps abreast of infrastructure plans as the water company develops new plans for the Greenwich/Stamford area. Staff also serves as the Conference of Connecticut Municipalities representative on the Connecticut Water Planning Council Advisory Group

Work continued with the Connecticut Fund for the Environment through the Endangered Lands Coalition and the League of Women Voters on source water protection. The Commission played a leadership role in informing all Conservation Commissions in the state about legislation that was passed without at public hearing allowing mining of sand and gravel on Class I water company lands. This legislation is precedent setting and the Commission continues to work to repeal this legislation. Additionally, staff continues to work with CFE and the Water Planning Council to identify funding strategies for land acquisition in water supply watersheds including the Mianus.

- **Watershed Planning and Management** - Conservation staff continued to work with DPW and other departments on the Phase II Storm water Management Plan and coordinated the public relations effort for the annual report. Staff coordinated the ongoing program with the Byram River Workgroup in cooperation with EMOC and DPW. As part of this process, the Commission hired a consultant to review all existing flood study documents for the river. Major flooding in March and April 2007 reinforced the need for this workgroup. The consultant report was presented to the Flood and Erosion Control Board in March and supported the DPW effort that the Town needed to embark on a major drainage study. This important work will continue over the next several years.
- **Technical Assistance Program** - Conservation staff continued to provide technical assistance to the other land use agencies on topics such as erosion and sediment control, conservation easements, landscaping plans and archaeological reports. Over 100 sites were visited and reports submitted to Planning and Zoning during the past year, keeping pace with last year's workload. With no let up projected in the development area, this level of assistance is expected to continue into the next fiscal year.
- **Open Space Protection and Management** - Open space protection has been a continuing effort of both the Commission and staff. Working towards restoration of the Cos Cob Power plant continued as a priority for this year. The Conservation Director serves as the lead contact with EPA for the Brownfield grant including submission of quarterly reports and is working closely with DPW, the Town's environmental consultants, and CT DEP to keep the project on track. PCB removal was completed in early 2006 and capping and park redevelopment is planned over the next 2 fiscal years. This effort involves coordinating with local, state, and federal agencies on environmental permitting and oversight. This will continue to be a significant part of workload until completed.

Following up on legislation passed in 2004 that would allow water companies to enter into a conservation sale with municipalities. In June, the town announced that formal negotiations were taking place with Aquarion on two Class III parcels. Eric Brower and Denise Savageau are the key liaisons to the water company on this acquisition. This project will be a part of a public/private partnership and staff is serving as the liaison to the Greenwich Land Trust to make this project come to fruition. This is expected to be a key part of the workload in FY08.

- **Wildlife and Habitat Management** - The Commission and staff coordinate the Town's wildlife program closely with DEP Fisheries and Wildlife. Staff continued to work on the implementation of the deer management plan focusing efforts this year on promoting hunting on private lands. Additionally, staff continues to serve on the Fairfield County Municipal Deer Management Alliance. Lack of snow cover prevented the Commission from conducting a planned aerial survey. This will be planned again for FY08.

Conservation staff continued expanded its goose management program working in cooperation with GeesePeace, Inc, Parks and Recreation and the Health Department. Part of this program included a town-wide egg oiling effort to reduce the population. Over 30 volunteers were trained again this year to work on this program. Staff and volunteers oiled eggs as needed at all of our coastal parks. Neighboring towns are now joining in on this effort and staff will assist with promoting this program throughout the region.

The habitat volunteer program that began in 1998 continued into its seventh year. This included staff and volunteers monitoring the Mianus River Fish way, surveying vernal pools, and counting horseshoe crabs at Greenwich Point. As part of the renovation of the Mianus Pond Pump Station by Greenwich Adult Daycare, a new access walk was installed at the fish way. Due to construction at the site, volunteer monitoring was limited. This did not impact the fish, however, that arrived in record numbers. A volunteer corp. will be developed to help with the next season run.

- **Protection of Cultural Resources** - The Commission is working with Parks and Recreation to inventory archaeological resources at Greenwich Point. This project is being done in coordination with an invasive plant management program. It is expected to continue for several years.

The Town has many buildings on its properties several of which are of cultural significance. The Commission serves as advisory to the Greenwich Point Conservancy in its goal to restore buildings at Greenwich Point. Staff was asked by the First Selectman's office to work with the Byram community to determine what should be done with the Lyon House. The Commission conducted several surveys to determine document the age and history of the house. Initial data suggests this may be a house with regional significance. This project will continue in FY08.

- **Public Outreach** - Working with the Town tree warden, staff continued to assist the newly tree conservancy and assist with the development of a local tree ordinance. The Conservation Director continued her lecture series with the Garden Education Center and serves on the advisory board. This spring, Greenwich was honored by Soundwaters as a Sound Harbor Community. Commission members and staff helped to coordinate a weeklong program with the schooner docked at Grass Island. Soundwaters is hoping to expand its educational outreach in Greenwich working with the Commission.

Work of the Conservation Commission is multi-faceted and requires Commission members and staff to be up to date on the latest technologies and trends in the environmental field. Staff and commission members attended several different workshops and networking meetings to keep on top of current issues. In addition, staff

continued to serve on several environmental education committees including the Connecticut Envirothon, Soundwaters, Audubon Science Committee and Bruce Museum; and as a facilitator for DEP programs.

Denise Savageau  
Conservation Director

**INLAND WETLANDS & WATERCOURSES AGENCY**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	6.5	6.5	6.5
Expenditures:			
Current	\$296,519	\$322,181	\$311,456
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$296,519</u></b>	<b><u>\$322,181</u></b>	<b><u>\$311,456</u></b>
Revenue:	\$484,927	\$445,216	\$442,357

**OVERVIEW**

The Inland Wetlands and Watercourses Agency (the “Agency” hereafter) is a regulatory authority comprised of seven members and three alternates, each appointed by the Representative Town Meeting upon nomination by the Board of Selectman. The Agency acts by authorization and requirement of CT General Statutes and local ordinance. Through the consistent application of the wetland regulations, amended in October 2004, the Agency advances its mission to protect, preserve, or enhance ponds, lakes, swamps, marshes and bogs that serve as critical resources to the recharge and purification of surface water, ground water, and the control of storm events.

With the resignation of the Director during the year, Senior Wetlands Analyst, Michael Chambers, was appointed Interim Director to manage the daily operations of the Agency. Agency operations are carried out by six full-time staff members, (four professional and two administrative), one full-time professional staff shared with the Conservation Commission, one full-time professional staff shared with the Land Use Agencies and two permanent part-time support staff members. Respectively these positions are: Wetlands Agency Director, Senior Inland Wetlands Analyst, Wetlands Compliance Officer, Assistant Compliance Officer, Environmental Analyst, Applications Coordinator, Administrative Accounting Clerk, Administrative Staff Assistant 4, a part-time Administrative Staff Assistant 3 and part-time Data Entry Operator.

The Agency was chaired by Tom Baptist for the fourth consecutive year. During fiscal year 2006-2007 the Agency scheduled 18 regular meetings, 7 Public Hearings, 6 site walks, and issued 2 Cease & Correct Actions. New Agency additions assisting through a portion of this period included the appointment of Garrett Dietz and alternate members William Galvin and Stephan Skoufalos.

In the past fiscal year (2006-2007) the Agency received and processed approximately 875 Greensheet Questionnaires for determination of regulated activities. Subsequent action requiring Agency action is indicated in the table below:

The Agency’s municipal role includes the review and analysis of development-related activities that present potential wetland and watercourse impacts. Agency staff concentrates efforts on the issuance of permits, oversight of permit conditions, and enforcement of non-permitted activities that have affected wetland

July 1, 2006 to June 30, 2007	New Permits	Modifications	Denials	<u>Agent Approvals</u>	Letter of Permission	Bond Releases	Conceptual Approvals	Total Actions
<b>Totals</b>	<b>155</b>	<b>26</b>	<b>1</b>	<b>59</b>	<b>1</b>	<b>184</b>	<b>4</b>	<b>430</b>

resources. Staff responsibilities also include routine comment to the Planning and Zoning Department on subdivision applications, as well as assistance and technical guidance to other Town departments.

- **Flood & Erosion Control Support:** Increasing construction pressure on neighborhoods and municipal infrastructure has required a dedicated response from this Agency. Compliance Staff conduct at least three inspections of every active wetland application, while volunteering field expertise to the management of upland development projects not subject to Agency regulations. The focused initiative led to the issuance of 60 Stop Work Orders for activities directly effecting wetland and watercourse systems.

Agency Staff provided support to the office of Emergency Management, in cooperation with the Town wide response to assist flooded residents during the March 3 2007 and April 16, 2007 storm events. The field staff provided detailed feedback during peak storm periods to Dan Warzoha, DPW, and Emergency Response crews charged with protecting the well being of Town residents. The quick reaction and combined field experience allowed the Agency to later accept the lead role in the preliminary evaluation of stormwater impacts witnessed within the Pemberwick and Bible Street Park communities.

- **Mianus Pond Policy:** In May 2007, the Agency adopted an official policy involving the regulation and design requirements associated with docks, floats and piers constructed on Town-owned Mianus Pond and other inland waterbodies. The goal of this document is to define the rights of citizens adjacent to the Pond, while maintaining the Agency's regulatory authority to control and monitor structures placed within the waterbody. The finished policy was the product of a cooperative effort involving a select group of Agency members along with input from members of the neighborhood association, Building Department, Parks and Recreation, and the Greenwich Police Department. The Agency will require its staff to make a thorough analysis of a detailed site plan of existing and proposed docks or floats, before permitting the maintenance or construction of each structure.

The policy establishes a clear position on a long-standing lapse in enforcement, both on the behalf of IWWA and the Town, as most structures built and maintained on the Pond exist without IWWA permits, or without any License Agreement with the Town regarding the use of Town property.

It is anticipated that IWWA in conjunction with the Board of Selectman, will fully adopt and implement this policy to address this important matter within the coming months.

- **Digital Map Scanning:** Baker Engineering completed the first phase of the IWWA digital referencing project. The contracted effort captured structures along with their field accurate wetland boundaries between the years 1974 and 2006. Each document has been scanned as individual files capable of use on the Town Geographic Information System. The scanned information shall minimize dependence on paper files, microfiche and microfilm documents, while providing additional storage space within the office. This information will further serve to expedite Staff reviews of pending projects as well as better assist members of the project inquiring about scanned sites. The success of this capital project has prompted the Agency to pursue approval to initiate the second phase, which would allow for a more accurate digital image that would also be integrated with the Town G.I.S. as a sanctioned layer.
- **Bond Reduction Strategy:** Continued concerns regarding the number of cash performance bonds held by IWWA has resulted in a renewed internal effort to scrutinize and improve upon existing bond procedures. Established strategies, which involve regular circulation of letters to all permittee's approaching or exhausting permit expiration periods, have been retooled to require a subsequent field

visit for all sites in which the party failed to respond. This, along with the review of monthly Certificate of Occupancies issued by the Town Building Department, will curb the continuance of this trend.

Additional energy has been trained on the reduction of antique bonds. These bonds have been defined as monies attached to projects that have exceeded, or long since exceeded the 10-year permit period. In December 2007, staff began an increased effort to eliminate all bonds between the years 1980 thru 1994. The focused initiative has resulted in the return of roughly \$200,000 or 35% of the monies on record during these years. An additional \$101,000 (17.65%) remains ready for release pending submission or completion of outstanding compliance matters. The Agency's effort to completely absolve its financial records of these dated bonds remains hampered by the transfer of parcel ownership and the inability to locate the rightful bond holder. Local media resources will continue to be tapped as a resource aimed at reducing the return of outstanding bonds.

## **PERFORMANCE OUTCOMES**

The IWWA strives to implement the following goals and objectives in protecting the Town's inland wetland and watercourse resources

1. *Identify and implement new strategies designed to improve the flow of Agency meetings.*
2. *Process and return Agent Approval within two-weeks of receipt.*
3. *Strengthen community awareness through education, training, media and similar means of outreach.*
4. *Develop land use work group composed of municipal officials and private professionals.*
5. *Establish working partnership with Community Groups and Neighborhood Associations.*

### **Litigation:**

- 1) Sinaway Road- Application #2004-47- Appeal of Agency Denial - Pending
- 2) 46 Valley Drive- Application #2005-141 - Appeal of IWWA Approval - Withdrawn.
- 3) Halsey Drive- Application #2005-107 - Appeal of IWWA Approval - Pending.
- 4) 174 Byram Shore Road – Rose Pinchuk - Appeal of Cease & Correct – Judgement for Agency

General information about the Agency is available on the Town of Greenwich's web page: [www.greenwichct.org/inlandwetlands.htm](http://www.greenwichct.org/inlandwetlands.htm). Information available includes a meeting schedule with deadlines, office hours, ways to contact the Agency, and a list of staff and Agency members, meeting agendas, and minutes.

Agency members and staff continue to take specific actions, recommend, and implement changes in policies and practices to enhance the protection of the Town's water resources, while ensuring fair and courteous review of applications. The Agency continues to enhance the environmental quality of the Town for its residents by protecting and preserving the inland wetland and watercourses of the Town, while allowing for the reasonable use of private and public properties.

### **Agency members and term expiration dates:**

Thomas R. Baptist, Chairman - 3/31/09  
Lawrence Perry, Vice Chairman - 3/31/09  
Martin Kagan, Secretary - 3/31/08  
Matthew J. Popp - 3/31/09  
William Galvin - 3/31/09  
John R. Conte - 3/31/09  
Garrett Dietz - 3/31/08

**Alternates:**

Stephan Skoufalos – 3/31/09

Robert Sisca – 3/31/08

Thomas R. Baptist  
Chairman

Michael N. Chambers  
Wetlands Director

## GREENWICH SHELLFISH COMMISSION

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures: (Note 1)			
Current	\$15,897	\$18,569	\$15,960
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$15,897</u></b>	<b><u>\$18,569</u></b>	<b><u>\$15,960</u></b>
Revenue: (Note 2)	\$0	\$0	\$0

(Note 1) Includes encumbrances and improvements financed in each year.

(Note 2) Shellfish Program revenue is included in the Town Clerk's revenue figure.

The Shellfish Commission, under the aegis of the Office of the First Selectmen, is comprised of nine (9) volunteer members, including a Chairman, Vice-Chairman and Treasurer. In addition, the Department of Health's Director of Environmental Services, the Shellfish Coordinator and approximately twenty-five (25) volunteer wardens, including a warden Chairman, serve the Commission. The wardens spend three hundred (300) hours or more on duty patrolling shellfish areas, enforcing regulation compliance and educating permit holders. The Shellfish Coordinator continues to collect water samples and monitor water quality from thirty-two (32) stations inside and outside Greenwich Harbor throughout the year.

On November 1, 1991, the Connecticut Department of Agriculture, Aquaculture Division (DAAD) permitted the Greenwich Shellfish Commission to reopen some recreational shell fishing beds after 30 years of closure. Six years of water testing by the Town and State had ascertained that shellfish in some beds were safe for human consumption. Since 1991, more shellfish beds have been reopened, some beds have had boundaries extended and rainfall restrictions have been reduced because of favorable water sampling results.

The 2006–2007 fiscal year has seen an increase in the sales of shell fishing permits (180-218) as a result of the Commission's increased focus on education and promotion of recreational shell fishing. The Commission continued to develop its educational program by conducting demonstrations and clinics for the children of Community Centers, Inc. (CCI), Eagle Hill and other organizations such as the Power Squadron and Girl Guides.

On May 6 of 2007 it held its first "Experience the Sound" demonstration for the general public at Greenwich Cove. The goal of the program was to promote awareness of outdoor activities available in Greenwich. Twenty-three participants, including the Sound Waters Schooner and the Atlantic Clam Farms Barge, were on hand for the public to visit and view. Based on the program's enormous success, a second event has been scheduled for May 2008.

The educational shellfish video was funded and developed in 2006. It was presented to schools and associations in the community in an effort to increase the public's knowledge about the history and existence of recreational shell fishing in Greenwich. The video has also been featured regularly on public access TV (Channel 79). It will be edited and improved further in 2007 so that it can be used in educational programs of lower school age groups. Coupled with education efforts, field trips will also be arranged by Commission members.

The oysters seeded in 2005 continue to flourish. Although this is a positive sign, it has yet to be determined if the oyster beds will be opened in 2007 for a limited period. Unfortunately, during the winter of 2006/2007, an ice storm combined with a very low tide damaged some of the growing oyster population, close to the shoreline.



Working under a formal contract, the hard clam-farming project undertaken by the Commission with Atlantic Clam Farms continued in 2006-2007. The project, as designed, continues to thin out the larger clam population from Greenwich Cove, thereby supporting stronger growth of the smaller clams. Many of the smaller clams were moved closer to the recreational shell fishing beds (A and B) and Great Captain's Island so they could be easily obtained. Part of the larger clam movement also went to the various "seed areas" such as the Long Island Nature Conservancy in Long Island Sound. As a result of this project, researchers monitoring the health of these clams have stated that clams from Greenwich Cove appear to be significantly healthier in the reproductive stage than those native to Long Island areas being seeded.

In May 2006, the Commission was approached by the SUNY Stony Brook, NY Research Department, about interest in supporting a proposed study that would monitor the condition and reproduction of shellfish in Long Island Sound. Although these discussions continue, it was agreed to render some support to the study by supplying in-kind services such as sampling assistance, etc. If the program begins in 2007/2008, the Commission, if they participate, will have access to all of the scientific data and research results during and upon its completion. It is believed that information collected from this project will give valuable insight into the health condition of Greenwich Cove and provide a base from which to monitor this resource in the future.

Finally, the eelgrass project, which focused on providing a breeding habitat for bay scallops, deposited one hundred thousand (100,000) eelgrass seeds in various locations in Greenwich Cove. The outcome of this project, based on an assessment of eelgrass seedling development, has not proved to be positive with only a few plants surviving. Although the project was not considered successful, the Commission will reassess the next stage in the continuing endeavor to bring back scallops to the area.

Roger Bowgen  
Chairman

## COMMISSION ON AGING

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	2	2	2
Expenditures:			
Current	\$135,693	\$135,589	\$126,962
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$135,693</u></b>	<b><u>\$135,589</u></b>	<b><u>\$126,962</u></b>
Revenue:	\$0	\$0	\$0

The Commission on Aging is the designated overall planning agency for older persons in Greenwich, and has been an official department of Town government since 1975. The Director, Samuel E. Deibler, and the Administrative Staff Assistant IV, Palmira M. Krois, maintain offices at the Senior Center, 299 Greenwich Avenue.

The Commission on Aging consists of seven members appointed for three-year terms by the Representative Town Meeting upon nomination by the Board of Selectmen. Members include: Lori Jackson (Chairman since 4/06 – term expires 2008), Steven H. Dudley (term expires 2007), Karen LaMonica (Vice Chairman since 4/06 - term expires 2010), Catherine Brennan (Vice Chairman since 4/07 - term expires 2008), Phyllis Pratt (Secretary to 4/07 – term expires 2008, resigned 2007), Claire Whelan (term expires 2009), Ruth Suh (Secretary since 4/07 - term expires 2009), Kristen Browne (term expires 2010), Howard Serrell (term expires 2008 to fill unexpired term).

The mission of the Commission is to improve the quality of life for older Greenwich residents. To accomplish this mission, The Commission:

- Advocates on behalf of the elderly population,
- Identifies unmet needs of the elderly,
- Conducts research and collects data,
- Provides information to the community on the needs of the elderly,
- Serves as a clearing house for disseminating information,
- Presents public education programs on issues affecting older persons,
- Communicates information to the elderly on programs, services, and benefits,
- Convenes meetings and serves as a forum for issues concerning the elderly,
- Provides information on funding sources for programs and encourages funding partnerships,
- Acts as an independent arbiter on problems or complaints affecting the elderly,
- Establishes and maintains collaborative relationships with community, professional and governmental agencies, and
- Participates with Town offices in community planning activities.

## GOALS AND ACHIEVEMENTS

### Transportation

**Goal:** Participate in transportation planning in the region in conjunction with the Greenwich Conference on Aging Transportation Action Group, including engaging in advocacy for special needs, and support the Selectman’s Transportation Committee as the focal point for providing comprehensive transportation planning for the elderly.

**Achievements:**

- The “Area Transportation Guide” was updated and distributed to community members and organizations to provide detailed information to help older persons utilize the network of services.
- The commission provided administrative services to the Greenwich Taxi program Share-the-Fare. Discount coupon books, valued at \$10.00 each, were sold at a price of \$6.50 to residents 62 years of age and older. A total of 755 books were sold. The Town contributed 25%, and Greenwich Taxi contributed 10% toward the total cost of the rides. The program offered the most flexible means of transportation for older persons who cannot drive.

**Communication/Outreach**

**Goal:** To provide comprehensive, current information on issues of aging.

**Achievements:**

- The commission published two issues of “The Savvy Senior” for mailing and distribution to more than 7,000 households in the Town. Each issue highlighted a key area of concern to Town seniors, including Community-based services and an update on Medicare Part D prescription drug insurance.
- The director maintained an active public speaking schedule with community groups, service organizations, housing tenant groups, and AARP Chapters. Topics discussed included: insurance, health care, property tax relief, Social Security, and Medicare with a special emphasis on the Part D prescription drug program sign-up period through May 15, 2007.
- The director convened the Senior Provider Network, a coalition of 47 agencies providing services to the Town’s senior population. The bi-monthly meetings promoted the sharing of information and expertise between agencies, and provided opportunities to learn about new or changed services.
- The Directory of Services for Senior Adults, the recently updated 70-page booklet describing the range of programs and services for seniors continued to be published and distributed. It was available free of charge at the commission office, and was posted on the Town website.
- The director participated in two community educational efforts, the Late Life Committee of the United Way Planning Council, and the Greenwich Coalition for Improving End-of-Life Care. A program for professionals, “The Challenge of Cognitive Change: Shaping Our Future”, was produced identifying issues around patient competency and the methods professionals use to intervene. Total attendance was 76 senior service agency staff.
- Older Americans Month was celebrated in May with a theme chosen by the U.S. Administration on Aging: “Older Americans: Making Choices for a Healthier Future.” A series of programs featured choices for a healthier future.

**Planning**

**Goal:** To provide leadership in planning for the needs of the elderly population in the Greenwich community.

**Achievements:**

- NEW: Planning began in late 2006 for a transition to managing the Greenwich Senior Center beginning in FY 2008, including preparation of an RFP for a study to define the senior center program of the future.
- The Commission on Aging continued to assist Greenwich Hospital in “The Greenwich Health Improvement Partnership” with staff assisting with the Implementation Team and the Task Force on Access to Health Care.
- Action Groups continue planning efforts in Multipurpose Center, Housing and Home Care Management.

**Housing**

**Goal:** To have diverse types of housing available to Greenwich seniors.

**Achievements:**

- The Commission continued to monitor the Town Property Tax Relief Program that helps low-income

- older homeowners stay in their homes. The program provided relief of \$584,864 for 602 persons.
- The Commission followed a Community Forum (co-sponsored with the United Way of Greenwich, the Greenwich League of Women Voters, Greenwich Housing Authority and Greenwich Hospital titled “Out In The Cold: A Serious Conversation About Housing In Greenwich”) with participation on the United Way Housing Task Force.
- NEW: The Commission reviewed a preliminary proposal for senior and work force housing by the Greenwich Housing Authority. Based on assurances that the process would be sensitive to the needs and wishes of its current senior residents as well as to the community overall, that the units available for purchase could only be transferred to other individuals who qualify for affordable housing and the vital need for additional senior and workforce housing in town as identified by the 2006 Assessment of Human Service Needs for Greenwich prepared by the United Way of Greenwich, the Commission supported the Housing Authority’s proposal.

**Health Care**

**Goal:** To advocate for a comprehensive system of health care services for seniors.

**Achievements:**

- The Health Insurance Counseling Program continued to operate in conjunction with Family Centers with a special emphasis on assisting seniors apply for the Medicare Part D Prescription Drug Program. More than 800 seniors attended educational programs led by staff and volunteers and more than 300 seniors received individual counseling and assistance in choosing or changing a plan. Special programs were conducted in cooperation with the Greenwich Library Health Information Center, the Greenwich Department of Health, First Congregational Church, the Greenwich Senior Center, Senior Net, Family Centers, Inc., The Mews, Greenwich Housing Authority, Parsonage Cottage, Greenwich Hospital Healthy Living Center and Center for Healthy Aging, Greenwich Adult Day Care, the Southwestern Connecticut Agency on Aging, the office of Congressman Christopher Shays, the Connecticut Department of Social Services and Senior Clubs and organizations in Greenwich.
- The Commission was lead agency in planning the annual Senior Health Fair in cooperation with the Greenwich Department of Health and Greenwich Hospital’s Center for Healthy Aging. The event brought together more than 75 local, regional, state and federal exhibitors along with approximately 700 seniors for health education and immunizations. The special focus for the fair was on Emergency Preparedness and featured special exhibits by the State Department of Emergency Management and Homeland Security (a section of the mobile hospital) and the Greenwich Department of Emergency Preparedness, the Health Department, the Red Cross and Greenwich Hospital.

**Advocacy**

**Goal:** To advocate at all levels of government, on behalf of Greenwich seniors.

**Achievements:**

- The Commission reviewed the preliminary proposal by the Greenwich Housing Authority for the development of senior and work force housing and endorsed it.
- Commission staff worked with the United Way Planning Council on its Housing Task Force in its review of housing issues identified as critical in the 2006 United Way Needs Assessment.

Samuel E. Deibler  
Director, Commission on Aging

**HISTORIC DISTRICT COMMISSION  
NOT AVAILABLE AT TIME OF PRINTING**

## FIRE DEPARTMENT

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	107	107	103
Expenditures:			
Current	\$11,215,168	\$10,630,086	\$10,066,391
Capital	\$514,000	\$591,000	\$735,000
<b>Total:</b>	<b><u>\$11,729,168</u></b>	<b><u>\$11,221,086</u></b>	<b><u>\$10,801,391</u></b>
Revenue:	\$8,315	\$2,217	\$2,120

### ADMINISTRATION

The Fire Department is under the direction and control of the First Selectman. The Fire Chief and Assistant Chief are responsible for the administration and command of the department. Specific districts throughout Town (Central, Cos Cob, Byram, Glenville, North Street, Sound Beach, Round Hill and Banksville) are strategically located. Overall, the Town is served by a combined force of career and volunteer firefighters, which provide fire protection and rescue services.

#### Accomplishment for 2006-2007

- Placed a new pumping fire engine in service for the Glenville district. This state of the art unit is designed to enhance water supply in the backcountry.
- Continued program to address volunteer firefighter retention and recruitment issues with volunteer recruitment coordinator.
- Coordinated a master plan for backcountry water supply utilizing dry hydrant and cistern applications.
- Continued specialty training in hazardous materials emergency response, bioterrorism, fire ground operations.
- Implemented improvements in computer aided fire dispatching and fire ground communications.
- Prepared design and conceptual work on the Glenville fire station, fire training facility, Central station firehouse and the King Street Station.
- Participated in Regional Command and Control drills to enhance our preparedness on large-scale incidents.

### OPERATIONS

The Greenwich Fire Department responded to 4217 incidents during the fiscal year 2006-2007. The department continues to respond to a high number of motor vehicle accidents requiring extrication and rescue services, along with a number of automatic fire alarm responses providing a steadily increasing burden upon our existing resources.

During 2006-2007, the department had approximately 100 volunteer and 100-career entry tag certified personnel serving throughout Town. Current career fire fighter staffing is 24 per shift, with one shift having 23. The department continues to improve operational and administrative procedures enhanced by the continued involvement of our Deputy Chiefs. The addition of these officers has increased firefighter safety and fire ground efficiency. We continue to enhance our communications network with the planned implementation of digital technology and new frequency applications.

## **VOLUNTEER RECRUITMENT AND RETENTION**

Under the direction of Brian Kelly the Department's volunteer recruitment and retention officer creative endeavors have been implemented to recruit and retain volunteers to our force.

Bob Becker Communications has completed the first "Recruitment & Retention video." The new movie will be seen at public speaking engagements and used to promote this volunteer initiative. The video will also be used to develop additional candidates to the Fire Explorer program that is currently operating in the Glenville and Sound Beach stations.

Part two of this marketing campaign has started to develop as well. Bob Becker Communication is in the process of making silent loops that will be utilized at the following venues: Open house events in all the stations, corporate dinner halls, the Town Hall front lobby, and volunteer fairs. There will be an audible version of the video show cased on Cable Channel 79. Greenwich Library also has a silent loop for display at the main branch and audible version of the video for all branches of the library for circulation. In addition, plans to have a separate website for the public to look up additional information about membership opportunities are in the works.

The Board of Selectman has approved recruitment signs and locations, work continues on the actual installation

## **TRAINING**

The Greenwich Fire Department Training Division, under the direction of Captain John Sabito, has worked on developing firefighter education in the areas of special hazards and suppression operations. The Training Division is designed to instruct the entry-level firefighter in the fundamentals of fire emergency operations, broaden their vision in tactics, and elevate their educational potential to be able to develop strategies as an incident commander.

In providing support for the primary mission of the Greenwich Fire Department the Training Division has accomplished the following training: a **volunteer firefighter 1 & 2** class was delivered in Greenwich which produced six new volunteer firefighter 1 and fourteen level two firefighters who received certification. During the in-service training drills, both career and volunteer instructors were utilized to deliver specialty training in the areas of **cold-water rescue, vehicle extrication** and **C.P.R.** and company drills covering basic fundamentals of engine operations, ladder operations, and rescue functions. The items covered such training as foam suppression, ventilation techniques, and rope rescue for firefighter survival and rescue operations.

During the past fiscal year outside vendors such as the State of Connecticut and Safety Consulting Group, Inc. delivered courses for hazardous materials technician, national incident command and safety officer. The fire department in an effort to move through the 21<sup>st</sup> century has continued to train and equip the career staff to an advanced operational level for rescue operations and WMD. These outside vendors have provided expertise training in all the areas of hazardous materials, confined space and trench rescue operations for 101 career firefighters and officers. Additional mandatory annual refreshers for **emergency medical care, hazardous materials, and technical rescue** were also supplied.

The Training Division will continue to move forward by enabling its personnel to do more of their own in-service training and personnel management. In return, this should also provide a better benefit for the retention of volunteers and develop continued education, which will provide a higher quality service to our customers.

During the fiscal year the department hired two new firefighters that attended a ten-week program at the

Connecticut Fire Academy. At the academy they received training certifications for Firefighter 1 & 2, Confined Space Operations, Hazardous Materials Operations and Incident Command. They completed a six-week fire department training program that is designed to have them operate as fire suppression firefighters and apparatus operators in the Greenwich Fire Department. This training lasted a total of sixteen weeks and the new personnel have been assigned on shift as full operating firefighters since July 1, 2007.

Since the Greenwich Fire Department promoted the four Deputy Chiefs, Shift Commanders, they have been coordinating with the Training Division to deliver training that meets O.S.H.A. and N.F.P.A standards. Some of these efforts have developed and implemented the department's new report writing process by all the officers.

**CURRENT TRAINING CERTIFICATION LEVELS**

	<u>CAREER</u>	<u>VOLUNTEER</u>
Department Officers	4 Deputy Chiefs 1 Captain 17 Lieutenants	8 District Chiefs 3 Assistant Chiefs 4 Captains 1 Lieutenant
Firefighting Personnel	75 Firefighters	83 Firefighters
EMS	78 EMT 22 MRT	5 EMT 0 MRT
Hazardous Materials	99 Technicians 2 Operations	11 Technicians 51 Operations 45 Awareness
Special Operations		
• Confined Space	101 Technicians	26 Technicians
• Trench Rescue	94 Technicians	14 Technicians

**HEALTH & SAFETY**

The Training Division coordinated over the last six months of the fiscal year with Volunteer Recruitment and Retention to develop a new more conducive policy and procedure to evaluate the training level for all current firefighting personnel. This new guideline has been developed to protect the active volunteer personnel who respond to alarms and provide the incident commander with an efficient entry certified firefighting crew. A support operation tag is utilized which allows veteran firefighting members and fire police personnel to function at and around emergency incidents. This procedure meets O.S.H.A. and N.F.P.A. requirements while protecting the health and well being of each active firefighter.

**OFFICE OF THE FIRE MARSHAL**

Fiscal year 06-07 found the Office of the Fire Marshal taking pleasure in some accomplishments while simultaneously confronting new challenges. Retirement of the Deputy Fire Marshal, George Hannigan, combined with additional vacancies stretched our personnel resources. The return of all personnel and the appointment of an Acting Fire Inspector have increased productivity immensely.

Implementation of a new Computer Aided Dispatch system, including a Fire Reporting System component, continued. This computer system will allow this office to meet National Fire Incident Reporting System (NFIRS) mandates. In April 2007 Greenwich Fire Dispatch began the transition to this new system. The Fire Marshal's Office will also use this new system to track inspections, building pre-plans, plan reviews, and other tasks.



The following statistical information is a breakdown of the work performed or monitored by the Office of the Fire Marshal for the fiscal year 2006/07. It is important to note that this information includes response estimates due to the transition to the new computer system in April of 2007.

**Greenwich Fire Department Response Tally**

*Total Incidents = 4217 (07/01/2006 to 06/30/2007)*

Public Assist / Public Education	828
Assist Police Department	394
False Alarm / Activation	383
Malicious False Alarm	28
Fires	164
Medical Calls	50
Kitchen Fires / Food on the Stove	232
Remove Hazard	237
Vehicle Accident	171
Accident by Workmen	313
Spills / Leaks / Carbon Monoxide	248
Investigations	94
Downed Power Lines	310

The number of structure fires within the Town of Greenwich has continued to decrease. This is indicative of the efforts of this Office and the Greenwich Fire Department as a whole. Amplified efforts to continue this trend include; increased inspections for fire safety code compliance, a renewed effort towards Public Education, plan reviews of new and renovated building construction.

Peter J. Siecienski  
Fire Chief

## GREENWICH POLICE DEPARTMENT

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	182	175	182
Expenditures:			
Current	\$15,558,692	\$14,906,864	\$13,718,306
Capital	\$284,000	\$1,229,680	\$1,690,374
<b>Total:</b>	<b><u>\$15,842,692</u></b>	<b><u>\$16,136,544</u></b>	<b><u>\$15,408,680</u></b>
Revenue:	\$244,236	\$263,103	\$192,458

*Note:* Includes encumbrances and improvements financed each year.

The Greenwich Police Department is under the direction and control of the First Selectman and is charged with the protection of life and property, the preservation of public peace, the prevention and detection of crime, the apprehension of offenders and the enforcement of state and local laws and ordinances, as well as the countless calls for service that the Police Department handles on a daily basis. In fiscal year 2006-07, the Greenwich Police responded to 44,706 calls for service.

The Department began the implementation of a major reorganization during the last quarter of the year. We will be reverting to the two deputy chief/two captain model once we are able to fully staff our command level positions. Due to pending litigation, the Town has been restricted to promote personnel to Command level positions since August of 2006. In an effort to maintain our level of service, with the agreement of the Silver Shield Association, Lieutenants have been paid extra for out-of-class assignments.

Our community policing initiatives continued for the third year with three geographic sectors. Internal reorganization united the three Neighborhood Resource Officers (NROs) under one Sergeant dedicated to our community policing program. The Sergeant reports to the Captain of Uniformed Services as we seek to combine their efforts to enhance the overall impact on neighborhood issues. The NRO's serve as the Department's liaisons with the CAPP (Community and Police Partnership) groups who serve to facilitate communications between citizens and the Police Department, as well as other Town departments/agencies.

The Department successfully completed three ten-week Citizen Police Academy programs with 55 graduates. This program will continue as we attempt to meet the demand for the course.

The Department continues to apply for federal and state grants in support of a variety of special programs including traffic enforcement, DWI enforcement, narcotics investigations, drug education programs, domestic violence, and community policing. The overall operational efficiency of the agency has improved; there have been increases in productivity, and a reduction in certain categories of crime.

We will continue with our community policing initiatives, including conducting citizen surveys, in order to provide the best possible police services.

David C. Ridberg  
Chief of Police

**POLICE OFFICER PERSONNEL BY DIVISION**

		<u>2006-2007</u>	<u>2005-2006</u>	<u>2004-2005</u>
211	Administration	5	5	6
216	Criminal Investigations	26	26	30
217	Uniformed Services	125	120	116
219G	Parking Fund *	<u>0</u>	<u>5</u>	<u>5</u>
<b>Totals</b>		156	156	157

\*No longer part of police department operations

**CIVILIAN PERSONNEL BY DIVISION**

		<u>2006-2007</u>	<u>2005-2006</u>	<u>2004-2005</u>
211	Administration	0	0	3
213	General Services Division *	26	18	11
216	Criminal Investigations	<u>0</u>	<u>0</u>	<u>1</u>
<b>Totals</b>		26	18	15

\*Reflects 7 additional civilian dispatch positions and IT Manager

**GENERAL SERVICES DIVISION**

The General Services Division is responsible for the following activities: preparing the Department Budget (Line and Program), payroll, ordering and issuing of equipment and supplies, maintaining and releasing records, computer operations, communications center, police fleet and coordination of vehicle maintenance with the Fleet Department, maintenance of buildings, research and procurement of new equipment.

The Director of General Services is assisted by an Office Manager, two full time and three part-time administrative assistants. The position of Alarm Administrator was reassigned to this division from the Finance Department effective May 30, 2006. Three Animal Control employees and one Property and Evidence Clerk also report to the Director of General Services.

**Revenues:**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Auctioned Vehicles	\$ 0	\$ 0	\$ 905
Animal Control Receipts	3,135	\$2,920	3,420
Going-Out-of-Business Permits	0	0	1,138
Gun Permits	2,450	1,470	2,065
Miscellaneous: Accident Photocopies, Photos, Fingerprint Cards, etc.	16,533	16,779	16,119
Precious Metal/Stone Permits	0	30	20
Raffle, Bingo, Games of Chance Permits	685	841	532
State Reimbursement: Prisoner Transportation/Meals	670	618	567

**Asset Forfeiture:**

State	\$ 18,454	\$ 36,091	\$ 32,519
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Federal	90,903	140,979	98,759
State of Connecticut:			
DOT DUI Enforcement - Holidays:	\$ 28,650	\$ 38,100	\$ 17,118
DOT DUI Expanded Enforcement	7,500	10,275	0
DOT DUI Tri-State Enforcement	9,562	0	0
EMS Equipment Grant	0	0	2,070
Federal:			
Dept. of Homeland Security (Radio Inter-Operability)	\$ 56,000	0	0
OPM Police & Youth Program (flag football)	9,600	0	0
LLEBG -Personal Body Armor	7,256	0	5,205
OPM Overtime	0	0	4,000
Canine Purchase/maintenance - Gift	0	0	8,000
Citizens Police Academy - Gift	0	\$15,000	0
Total Revenue	<u>\$ 251,428</u>	<u>\$ 263,103</u>	<u>\$ 192,458</u>

#### Animal Control Section

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Roaming Dog Complaints	137	272	300
Barking Complaints	58	56	77
Impounds	282	242	255
MV/DOA	11	16	14
Animal Bites	60	82	119
Welfare	94	124	110
Nuisance	58	63	65
Wildlife Rabies	<u>183</u>	<u>6</u>	<u>89</u>
Total Number of Investigations Conducted	883	1,131	1,129

#### Miscellaneous Services and Incidents

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Alarm Reports	6,349	7,174	6,602
Bingo and Raffle Permits	20	34	19
Found Property Reports	101	98	131
Gun Permits	72	44	59
Lost Property Reports	166	166	204
Lost Property Calls	562	526	
Reports for Other Town Agencies	92	109	117

#### CRIMINAL INVESTIGATIONS DIVISION

Criminal Investigations Division is comprised of one Deputy Chief, one Lieutenant, four Sergeants, seventeen Detectives, three Court Technicians, and one Administrative Assistant. The Lieutenant has been acting as

commander of the Division in the absence of a Deputy Chief. Criminal clearance rates enjoyed significant improvement in key areas for the 2006-07 fiscal year compared to the previous fiscal year.

### Types of Investigations

Arson	1
Assault-Aggravated	2
Assault-Simple	9
Burglary – Residential	3
Casualty	8
Damage to Property	1
Disorderly	20
Disorderly (DV)	8
Domestic Non Violent	4
Drug Laws Violation	12
Found Property	2
Larceny	37
Liquor Laws	3
Lost Property	3
Miscellaneous Offenses	11
Miscellaneous Reports	79
Missing Persons	8
MV Laws Violation	2
MV Theft	2
Other Jurisdiction	4
Sex Offense	2
Suicide Attempt	1
Talk – Parents	8
Talk – Public Relations	3
Talk – Students	8
Tour GPD	3
Vandalism	15
Weapons	1
<b>Total</b>	<b>260</b>

### Burglary Statistics

<u>Month</u>	<u>Residential</u>	<u>Commercial</u>	<u>Attempts</u>	<u>Vehicles</u>	<u>Total</u>	<u># Cleared</u>	<u>% Cleared</u>
7/06	2	2	0	0	4	0	0
8/06	6	0	1	1	8	0	0
9/06	4	1	1	0	6	0	0
10/06	6	0	1	0	7	0	0
11/06	7	0	0	0	7	0	0
12/06	2	0	0	0	2	2	100
1/07	1	0	0	0	1	0	0
2/07	1	0	1	1	3	0	0
3/07	7	0	0	0	7	0	0
4/07	2	0	2	0	4	1	25
5/07	4	4	1	2	11	2	18

6/07	<u>6</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>6</u>	<u>75</u>
<b>TOTALS</b>	48	9	7	4	68	12	18%

**YOUTH SECTION**

The Youth Section is responsible for investigating crimes or offenses committed by or against juveniles. Five Officers, under the supervision of a Sergeant, staff the unit. Besides their investigative duties, the Youth Officers give talks to students at all local schools and conduct tours of the Police Department for local youth-related programs, Cub Scouts, Brownies, etc. Youth Officers also assist the Training/Crime Prevention Unit with Security Surveys of Greenwich homes and businesses. Outreach to the community is a priority and is accomplished through involvement with Kids in Crisis, Youth Services Council, Child Guidance Center, Greenwich Child Protection Team, Lower Fairfield County Sexual Response Team and United Way of Greenwich. Each of the Greenwich Schools has been assigned a youth officer as its liaison with the Department.

**IDENTIFICATION BUREAU**

***Fingerprinting:***

<u>Reason</u>	<u># of Persons</u>	<u># of Prints</u>
Criminal Processing	1,023	5,115
Pistol Permits	77	154
Public Service	65	116
Securities	447	797
Town Employment	325	650
Child Identification	14	14
Miscellaneous*	385	698
Totals	2,336	7,544

**\*Included but not limited to: Real Estate Licenses, Department of Justice, Racing Associations, Auctioneer Licenses, Gaming Licenses, Government jobs, Coast Guard, Bail Bonds Licenses, Immigration/Visas, Liquor Licenses, Private School employment, Explosive permits, Insurance Licenses, Child and Day Care Licenses, Medical Licenses, Nursing Licenses.**

***Photography:***

<u>Photos:</u>		<u>Photos Printed:</u>	
Color/Black & White (Rolls)	212	8 x 10	2,178
Digitals	22,640	4 x 6	2,808
Polaroids	0		

***Revenue:***

Fingerprinting	\$ 8,825	- Excludes Town Employees (BOE), Criminal Arrests, Child Identification	
Sale of Photos	<u>3,015</u>	- Excludes photos for Court, Town Law Dept., and GPD	Investigators
Total	\$ 11,840		

The Identification Section fingerprints the public on Tuesdays and Thursdays for many job-related reasons. The fee for this service is \$5.00 per fingerprint card. Further, 8x10, 35mm, Digital and Polaroid are printed for insurance investigators and attorneys to be used in civil/criminal proceedings at a fee of \$10 per photograph. However, throughout the fiscal year 2006-2007, due in part to large quantities of photos taken for numerous cases, sets of photographs and CDs were printed for sale. Said arrangements were made through the Director of General Services, wherein photographic sales were made at the price for development, with an added predetermined surcharge assed to the customer.

## UNIFORMED SERVICES DIVISION

Uniformed Services is the largest division in the Department. The Officers are the most visible and direct representatives of the Police Department. They provide a multitude of both crime and non-crime related services, with their main purpose being the protection of life and property, along with the maintenance of peace.

The manpower strength of Uniformed Services falls under the command of a Captain. With the internal reorganization in March of 2007, the Division consists of 87 Officers (includes 3 Neighborhood Resource Officers, 6 marine officers, 1 Traffic Technician, 3 Enforcement Officers, 10 Accident Car officers, 64 police officers) 19 Sergeants, 5 Lieutenants, and 2 Police Officer Dispatchers (now civilianized positions). The Court Technicians now fall under the Criminal Investigations Division.

### Uniform Classification of Offenses

	<u>2006-07</u>		<u>2005-06</u>		<u>2004-05</u>	
	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>	<u>Total</u>	<u>Cleared</u>
Arson	4	2	4	1	5	1
Assault – Aggravated	13	9	14	12	10	8
Assault – Simple	54	46	54	47	68	65
Auto Theft	31	17	31	26	47	34
Burglary	68	12	83	18	*121	34
Larceny	467	119	502	98	**504	98
Homicide	1	1	1	0	0	0
Robbery	7	4	10	5	12	5
Sexual Assaults	3	0	8	1	5	5
Sex Offenses	6	3	10	7	9	9
Totals	654	213	717	215	781	259
Clearance Rate:	32.57 %		29.98 %		33.20%	

### Incidents - Other

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Missing Persons Reported	31	48	38
Missing Persons Located	31	46	38
Sudden Deaths Investigated	33	48	39
Suicides, Attempts Investigated	21	21	27

## Classification of Arrests

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Aggravated Assault	16	18	13
Arson	1	0	1
Auto Theft	1	1	6
Burglary	13	37	*44
Criminal Homicide	0	0	0
Disorderly Conduct	124	112	152
Domestic Violence	133	148	153
Driving While Intoxicated	201	248	180
Embezzlement and Fraud	17	28	17
Family Offense – non-violent	15	16	14
Forgery and Counterfeiting	24	15	22
Larceny - Theft (Except Auto)	184	128	**152
Liquor Laws	60	31	20
Motor Vehicle Violations – Summons	6,257	7,142	5,388
Narcotic Drug Laws	197	159	153
Other Jurisdiction Arrests	42	37	51
Other Assaults	71	74	80
Robbery	2	9	8
Sex Offense	1	4	7
Sexual Assaults	2	7	7
Weapons – Carry, Possession, etc.	18	16	25
All Other Offenses	882	858	219
Totals	8,261	9,088	7,409

## Miscellaneous Services and Incidents

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Arrests for Other Jurisdictions	42	37	51
Doors/Windows Found Open	87	103	147
Casualties (Non-Vehicular)	3,720	3644	3,584
Miscellaneous Public Assistance	1,085	1146	1,528
Reports for Other Agencies	92	109	117

## MARINE SECTION

The Marine Section provides law enforcement, emergency medical services, and general assistance to boaters within Town waters. Town waters are bounded by 33 miles of coastline to the north, Stamford to the east, Port Chester and Rye to the west, and Nassau County/Long Island midway across the sound to the south. Law Enforcement activities include enforcing Town Ordinances and State Statutes regarding boating operation and safety, as well as those Fishing and Gaming laws applicable to Town waters and shoreline.

Operating on a seasonal basis, the Section is comprised of 7 Police Officers, including a Sergeant as Supervisor, all of whom are under the overall command of the Captain of Uniformed Services.



## Marine Section Statistics

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Assist Other Town Departments	36	5	8
Assist Other Jurisdictions	27	8	9
Boat fires/alarms	0	0	0
Casualty	4	5	5
Community Speaking Engagements/Education	12	10	12
Directed Community Policing	43	32	112
Larceny	19 *	8	4
Miscellaneous Other	19	31	30
Miscellaneous Public	8	1	21
Missing Persons	1	2	0
Navigation Hazard	24	8	14
Number of Contacts with Boat Operators on Water	180	216	229
Summons Issued for Boating Violations	30	24	27
Vessel Inspections	83	99	103
Vessels Assisted (Disabled)	30	39	41
Vessels towed	17	26	31
Violation – Town Ordinances	0	0	1
Warnings Issued for Boating Violations	30	37	55

## TRAFFIC SECTION

The Traffic Section is charged with coping with the increasing problems associated with motor vehicles and people. These problems include the safe and efficient movement of vehicular and pedestrian traffic, enforcement of traffic laws, investigation of motor vehicle collisions and the computing and analysis of collision statistics. The Traffic Section coordinates and manages large-scale special events along with the associated permits. The Traffic Section also manages and supervises the School Crossing Guards that work throughout the Town of Greenwich.

The Traffic Section implements the Selective Traffic Enforcement Program (STEP). This program responds to both public and department concerns relating to speeding vehicles, traffic complaints, and motor vehicles crashes. The STEP initiative is continuously evaluated in order to mitigate the traffic issues this program addresses.

Personnel of the Traffic Section consist of 1 Sergeant, 1 Traffic Technician, 10 Accident Car Officers, 3 Enforcement Officers and 20 School Crossing Guards.

## Traffic Section Statistics

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Total Motor Vehicle Collisions	2,167	2,293	2,440
Fatal MV Accidents	2	3	2
MV/Pedestrians	28	8	11
Total Arrests Traffic Violations	7,868	8,998	5,387
Total Written Warning Tickets Issued	2,353	2,231	2,869

DWI Arrests	200	247	180
Child Safety Seat Installations	337	318	347

### **Greenwich Special Police**

*The Special Police Unit of the Greenwich Police Department has a complement of 26 volunteers who augment regular patrols during evenings, weekends, and when needed, especially during special events such as fireworks displays, high school graduation, parades, or during crises. Since the unit was formed in 1941, special officers have donated many thousands of hours of their personal time in support of the Police Department and the citizens of Greenwich. Each special officer is fully certified as a police officer by the Police Officer Standards and Training Council, in the same manner as full-time paid police officers, and vested with the same authority.*

### **TRAINING / CRIME PREVENTION UNIT**

The Training Section is responsible for providing all in-house training to our officers, as well as research, evaluate and recommend all external training that officer's request or are required to attend. The Training Section is staffed by a Training Lieutenant and a Training Sergeant. The Sergeant also acts in the capacity of Crime Prevention Officer

2006-2007 training for the Department is summarized as follows:

- Certification and/or re-certification for officers and supervisory staff was completed in the following areas: Police Officer (49); Emergency Medical Technician (47); Automated Defibrillation Unit (56); Medical Response Technicians (9); Intoxilyzer 5000 (71); Intoxilyzer Instructor (2); State Police Instructor (1); M-26 Taser (64). Total: 299
- Lower Fairfield County Review Training – hosted by Greenwich Police Department (63 officers)
- POSTC-mandated Firearms Qualifications – all officers
- Public Speaking (9)
- Transitional training from PR-24 batons to ASP batons (55)
- OSHA in Bloodborne Pathogen and Hazardous Material Recognition – all officers
- Public Safety Telecommunication attended by all Civilian Dispatchers

The Training Section coordinated the Greenwich High School internship program involving 2 seniors receiving five weeks of in-service training. In addition, three 10-week Citizen Police Academy sessions were held during the 2006-2007 fiscal year with a total of fifty-five (55) civilian graduates.

**DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	15	15	15
Expenditures:			
Current	\$824,722	\$ 834,402	\$ 867,866
Capital	\$137,355	\$ 88,733	\$ 2,487,895
 Total:	 <u>\$962,077</u>	 <u>\$ 923,135</u>	 <u>\$ 3,355,761</u>
 Revenue:	 \$70	 \$0	 \$0

The Department of Public Works was established on January 1, 1940, under the provisions of the 1939 Reorganization Act, and is organizationally under the control of the First Selectman. The Department is directed by the Commissioner of Public Works who has charge of all matters involved in the development, construction, maintenance and repair of the physical properties of the town, except for school property. A Deputy Commissioner and eight division managers assist the Commissioner.

The functions of this Department are distributed through eight divisions: Administration, Engineering, Highway, Traffic Engineering, Waste Disposal, Building Construction and Maintenance, Building Inspection, and Sewers. Moreover, this Department furnishes administrative and technical support to the following: Board of Selectman, Condemnation Commission, Flood and Erosion Control Board, Planning and Zoning Commission, Police and Fire Departments and other town departments. Additionally, the Department works closely with the Board of Estimate and Taxation, Representative Town Meeting, and many citizen committees.

This past fiscal year was a very active and productive year for the Department of Public Works. Although space does not permit a complete list of achievements and significant projects, individual DPW divisions outline some of the more significant work and project achievement. In addition some items of major interest are described below:

- **Town Aid Road Grant:** Under this program, the town received \$ 377,229 from the state. These funds supplement the Highway Division's Asphalt Paving Program.
- **Federal Emergency Management Agency Grant:** On April 15, 2007, a Nor'easter hit the Town and in excess of 5 inches of rain fell. Due to Governor Rowland's efforts, Connecticut towns became eligible for a FEMA grant. DPW applied for the grant and the effort produced a grant application in the amount of \$ 573,493.66 was submitted to help defray costs of this 100-year storm. To date the Town has received \$ 375,840.11
- **Local Capital Improvement Program:** The town received a state grant of \$ 486,528.86 for road improvements made under the Asphalt Paving Program. These funds were deposited into the town's General Fund.
- **Building Permits:** This year the Building Inspection division had revenues in excess of \$5,900,000.00.
- **Engineering:**
  - Mallard Drive Sidewalk, Safe Routes to School Roadway and Sidewalk Improvements, Dearfield Drive Sidewalk, Town-owned dam inspections, South Water Street and Mead Avenue Roundabout, Dry Hydrant Construction, J.J. Kennedy Garage Sanitary Sewer Line and Pump Station, King Street Reconstruction, Rye Lake Road and King Street drainage improvements, Old Orchard Street Sidewalk, North Street at Rockwood Lake Retaining Wall Repairs, Coordinate grant application, administer, design, construct, inspect and manage local bridge rehabilitation/replacement program.

- **Highway:**
  - Successful paving and roadway repair season including: 45 streets paved 14.05 miles, Stanwich Road – Fairfield Road Sidewalk, Valley Road Sidewalk, Harold Avenue – Sidewalk & Drainage, St.Rochs Avenue, Curb & Sidewalk, Shore Road & Tomac Lane – Sidewalk, Ridgeview Avenue – Drainage & Curbing, Parsonage Road – Drainage, Grove Lane – Brookside Drive – Drainage, Round Hill Road – Guard Rail, Holly Hill Lane – Curb & Sidewalk, Sidney Lanier Lane – Granite Island Curbing, Curt Terrace – Granite Island Curbing, Steamboat Road – Curb & Sidewalk, Liberty Way – Handicap Ramp
- **Traffic Engineering**
  - Installed Uninterrupted Power Supply (UPS) backup at major signalized intersections in Town to provide traffic signal operation during power interruptions.
  - In conjunction with ConnDOT, developed appropriate design for signalization of Indian Field at I-95 Exit 4 northbound ramps.
  - Implementation of Safe Routes to School recommendations in various elementary school neighborhoods.
  - Contract was awarded for the installation of a traffic signal at Mason Street, Lexington Avenue and Amogerone Crossway to improve pedestrian and vehicular operations.
  - Construction completed on Railroad Avenue of the enhanced pedestrian crossing.
- **Waste Disposal:**
  - Renewed hauling and recycling, bulky waste, green waste contracts.
- **Building Construction and Maintenance:**
  - Highlights have included ongoing work on the Safety Building Complex, Glenville Fire Station design and bid, North Street Shed / Animal Shelter designed and preparing for construction, roof replaced on Queen Anne Building, completed Western Greenwich Civic Center, Great Captain’s Island Restroom, conversion of the election machines from mechanical to optical.
- **Building Inspection / Planning and Zoning Board of Appeals**
  - Additional inspection staffing to reduce response time to inspection requests – two field inspectors added FY 06-07.
  - Implementation of new inspection requests procedures allowing public to schedule inspection on specific days.
  - Creation of a separate permit record room for public to research permit records.
- **Sewer:**
  - Station A, D, Ivy Street and Ballwood Pump Station Force Main Replacements
  - Station A, D, Eugene, and Willowmere Pump Station Upgrade underway.
  - Phase 2 2006-2007 Sewer Rehabilitation Projects (2 major contracts)
  - SCADA upgrade at plant completed.
  - UV and Headworks projects underway.
  - Private inflow removal program underway.

It has clearly been a very active and productive year. The Town can be proud of its accomplishments and the efforts of the Public Works Staff. We hope next year to maintain the current momentum with continued emphasis on the philosophy of asset management. Our goal will be to more proactively manage the infrastructure by establishing preventative maintenance programs and scheduled replacement programs. The Sewer Division is leading the way through the implementation of its Maintenance Management Program. This program is up and running and will monitor all maintenance activities and facilities. Where appropriate we will continue these efforts in the other Divisions.

Lloyd B. Hubbs  
Commissioner of Public Works

**DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$684,313	\$629,066	\$541,191
Capital	\$315,000	\$26,525	\$290,972
<b>Total:</b>	<b><u>\$999,313</u></b>	<b><u>\$655,591</u></b>	<b><u>\$832,163</u></b>
Revenue:	\$4,193	\$5,521	\$3,181

The Engineering Division has a staff of eight: Chief Engineer, three Civil Engineers, a Manager of Field Operations, two Engineering Technicians, and an Engineering Inspector.

The Division's primary responsibility is the in-house design of Town capital improvement projects. This work involves the development of plans and specifications, construction budget estimates and contract documents. The Division also provides engineering services at the request of Town Departments, Divisions, and Boards, including reviews of development plans for proposed subdivisions and commercial developments. Other services include inspecting Town-funded construction, investigating the suitability of private roads for acceptance as Town roads, maintaining and updating Town construction standards, bridge inspections, staff support for the Flood and Erosion Control Board, and the coordination of services provided by consulting engineers and architects retained by the Department. The Division also provides project management services and professional engineering advice on major Town-funded projects.

Engineering reviews are conducted and reports are prepared for other divisions, departments and regulatory agencies, including the Commissioner of Public Works, the Highway Division, Sewer Division, Planning and Zoning Commission, Inland Wetlands and Water Courses Agency and the Building Division. Engineering staff advised and reported on numerous building proposals and subdivision plans this past year. Services to the public included responding to public complaints and inquiries concerning the Town's roadway and drainage systems and providing information regarding benchmarks, topographic maps, engineering plans and other records of the Department. The Division also contributed significant man-hours this past year assisting in the development of the Town's GIS system.

During fiscal year 2006-2007, the Division designed in-house, numerous capital improvement projects. The design of projects consists of obtaining field surveys, coordinating consultant services, preparing construction drawings and specifications, soliciting competitive bids, and awarding contracts.

The following design projects were completed or are in progress with an estimated construction cost of \$9,400,000.

- |   |   |
|---|---|
| 1. Palmer Hill Road Vehicular Bridge – Phase II                       | Rehabilitation of Vehicular Bridge                  |
| 2. Round Hill Road Vehicular Bridge – Phase I                         | Bridge Replacement                                  |
| 3. Safe Routes to School – Cos Cob IV, Old Greenwich II, N. Mianus II | Roadway and Sidewalk Improvements                   |
| 4. Davis Avenue Bridge – Repairs                                      | Guard rail and pedestrian rail construction         |
| 5. Old Field Point Road – Drainage – Phase 2 Design                   | Drainage Improvements                               |
| 6. St. Roch's Ave./Gerry St. – Drainage                               | Drainage Study/Preliminary Design                   |
| 7. Town Dams  | Engineering/Inspection for Improvements and Repairs |

- |   |  |
|---|--|
| 8. So. Water St./Mead Ave. Roundabout   | New Roundabout Construction/Coordination       |
| 9. Cos Cob Power Plant Site Development | Coordination Consultant - Property Development |

The following projects and programs were managed by the Engineering Division:

- |                                      |  |
|--------------------------------------|--|
| 1. Update Division's Drainage Manual | Component of Town's Stormwater Mgt. Plan   |
| 2. Dry Hydrants Construction         | Design/Coordination                        |
| 3. GIS                               | Development of Drainage Layer              |
| 4. Bridge Inspections                | Coordinate Consultants/Reports             |
| 5. Town Wide Speed Humps             | Design                                     |
| 6. Safe Routes to School Program     | Traffic and Pedestrian Safety Improvements |

Town funded construction projects require the inspection of construction performed by Contractors, the resolution of field problems and the preparation and approval of payment requisitions. The Division provided these services for the following projects:

- |  |   |
|--|---|
| 1. Kennedy Garage Sewer Pump Station                           | Completed                                 |
| 2. Rye Lake Rd./King Street                                    | Drainage Improvements Completed           |
| 3. King Street Reconstruction                                  | Roadway & Drainage Improvements Completed |
| 4. Safe Routes to School Cos Cob III, OG I, and North Mianus I | Roadway and Sidewalk Improvements         |
| 5. North Street at Rockwood Lake                               | Retaining Wall/Roadway Repairs Completed  |
| 6. So. Water St./Mead Ave. Roundabout                          | Completed                                 |
| 7. Old Orchard Street – West side                              | Construction Completed                    |
| 8. Dearfield Drive Sidewalk                                    | Completed                                 |
| 9. Mallard Drive Sidewalk                                      | Completed                                 |

The Division conducted studies and reviews, prepared preliminary designs and cost estimates, coordinated grant applications, and design with State agencies and private consultants for numerous multi-year projects this past year. A partial listing of these projects with estimated grant monies is as follows:

<u>Projects</u>	<u>Estimated Design and Construction Costs</u>	<u>Estimated Grant</u>
1. Comly Avenue-Deck Replacement	1,125,000	1,000,000
2. Porchuck Road Bridge Reconstruction	1,400,000	1,250,000
3. Sherwood Ave. Bridge Reconstruction	1,500,000	1,350,000
4. Palmer Hill Road Bridge Rehabilitation	950,000	0
5. Shore Road Bridge Replacement	2,000,000	1,800,000
6. Riversville Road Replacement	3,000,000	2,700,000
7. River Road Bridge Repairs	75,000	0
8. John Street Bridge Replacement – Phase 1	<u>1,000,000</u>	<u>100,000</u>
Totals	<u>\$11,050,000</u>	<u>\$8,200,000</u>

The Division is committed to seeking input from the Town's residents during the planning and design phases of capital projects. This process provides information that assists us in developing the best possible project for the community.

Currently, the Division is providing construction administration services for the Comley Avenue Bridge Deck

Replacement Project with an estimated construction cost of 1.25 million dollars. Construction started in late September 2007 and will be completed in July 2008.

On April 15-16, 2007 the Town experienced an extremely heavy rainstorm that resulted in extensive flooding throughout town. The flooding caused damage to private property as well as the Town's infrastructure. Several bridges, a culvert, and one of the Town's dams were overtopped and damaged during the storm.

Several Town bridges suffered scour damage during the storm leaving the abutment footings exposed. The bridges affected by the storm include: the Riversville Road Bridge over East Branch Byram River, the Lake Avenue Bridge over Horseneck Brook, the Lake Avenue over Converse Brook Pond, the Brookridge Drive Bridge over East Brothers Brook, the Ridgeview Avenue Bridge over West Brothers Brook, and the Railroad Avenue Bridge over Horseneck Brook. The Bailiwick Road Bridge over the Byram River was overtopped during the storm causing extensive damage to the stone masonry parapets and the bridge deck. The road was closed until emergency repairs were completed. The Bible Street Culvert at Bible Street Park was severely damaged and the headwall and trash rack need to be replaced. The Cos Cob Pond Dam located within the boundaries of the Pomerance Property was overtopped during the storm. As a result of the overtopping, a large part of the spillway and the roadway going over the spillway were washed out requiring repairs.

The division will continue to strive to improve the level of services it provides the residents of Greenwich. We would like to take this opportunity to thank the many individuals, committee members, elected officials, and others who provided advice and assistance to us during the past year.

David P. Thompson  
Chief Engineer

**DEPARTMENT OF PUBLIC WORKS  
HIGHWAY DIVISION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	68	68	69
Expenditures:			
Current	\$4,956,997	\$5,064,099	\$5,237,987
Capital	\$4,916,520	\$6,006,531	\$3,535,438
 Total:	 <b><u>\$9,873,517</u></b>	 <b><u>\$11,070,630</u></b>	 <b><u>\$8,773,425</u></b>
 Revenue:	 \$996,753	 \$856,073	 \$605,075

The DPW - Highway Division maintains 265.34 miles of public roads, 30 off-street parking areas and the structures within its right-of-way including storm water drains, curbing, approximately 55 miles of sidewalk and 130 trash receptacles. It also provides leaf collection on public roads in R-20 building zones and below. There are 68 full-time employees.

**GENERAL ROAD MAINTENANCE**

**Leaf Collection Program:** Leaf Collection was performed on all public streets in building zones R-20 and below from November 13 - December 11, 2006. Town forces collected a total of 24,182 cubic yards of leaves, at a total cost of \$ 374,779.

**Snow and Ice Control:** The winter deposited 11.5” of snow in-Town and 17” in backcountry during 6 Snow Control days. There were 11 Ice Control days. The procurement of 1,596 cubic yards of sand mix, 4,742 tons of salt, 5.33 tons of deicer, 3,245 gallons of liquid deicer, hired equipment and the wages of temporary and Town personnel make up a total snow and ice control expenditure of \$797,521.

**Highway Materials:** Various materials and supplies, including stone, concrete drain pipe, catch basins, manholes, masonry supplies, concrete, asphalt patching material, small maintenance tools, etc. were purchased to accommodate Highway’s aggressive infrastructure maintenance and repair programs at a cost of \$ 514,825.

**CAPITAL IMPROVEMENTS**

**Asphalt Paving Program:** 16.25 miles of road was overlaid with asphalt at a cost of \$ 2,284,708 for paving and \$ 264,704 for Pavement Milling. The State-Town Aid Grant funded \$ 377,229 of this program. Also included in the Asphalt Paving Program was the paving of part of Greenwich Point Parking Area.

**Sidewalks and Curbing:** Sidewalk improvements, installation, reconstruction and concrete and granite curbing were installed as follows: Valley Road – Phase I, Arcadia Road, Arch Street-Old Greenwich, Armstrong Court, Benedict Parking Lot, Byram Road, Delwood Lane, Dundee School, Field Point Road, Glen Ridge Road-#27 to Glenville St., Horseneck Bridge, Mead Avenue, Byram Schubert Library/New Lebanon School, North Street School, 381 North St., Pecksland Road @ Wildflower Trail, Prospect Drive @ 177 Lake Avenue, Railroad Avenue, US1 - Greenwich HS, 2 Bus Shelters and West End Avenue at a cost of \$504,270.

**Equipment Purchased:** 2 – Rollers with Trailers = \$51,700; 1 – Mechanical Street Sweeper = \$132,612; 1 – 4WD Heavy Duty Loader = \$126,827; 1 – Heavy Duty 41,000 GVW Dump Truck = \$151,943.

**COMPLETED PROJECTS OR PROJECTS UNDER CONSTRUCTION**

**Storm Drains and Storm Damage Repairs:** 867 l.f. of drainage improvements were performed by private vendors and Town forces at Bedford Road, #236Corrigan Lane, Grove Lane, #2, King Street & Locust Road, Jones Park Drive, #7, Lake Avenue, #700, Lake Avenue, #1038, Lewis Street, Meyer Place, #45, North Street School, 318 North Street, North Water Street, Old Mill Road, Repair collapsed wall, washout, pave, Sound



Beach Ave. Ext. @ Route #1, Upper Cross Road and Western Jr. Highway at a cost of \$149,438.00, Baliwick Road Bridge Emergency Repairs at a cost of \$ 27,388.10.

**Maintenance of Bridges, Walks Guard Rails, etc.:** Byram River Flood Control; Power washing sidewalks in business districts; concrete sidewalk slab raising on Sound Shore Drive and Field Point Road; Removal of loose ledge rock on Pemberwick Road and Guard rails and Fences on Byram Dock Road, Palmer Hill Road, King Street & Locust Road, Wessels Place & Tingué Street, Davis Avenue Bridge and Indian Field Road at a cost of \$108,000.

**Board of Education Infrastructure Maintenance:** The Highway Division provides infrastructure maintenance at Board of Education properties including roadway sweeping, line striping and patching on a routine basis. Most of this maintenance, except that of an emergency nature, is compressed into the short span of summer break. Projects included New Lebanon School access-way paving, North Street School playground area paving, North Street School Front driveway paving, and Dundee School concrete curb and asphalt repairs at a cost of \$46,890.

## **SUMMARY**

As always, the Highway Division continues to deliver above average performance and service to the town of Greenwich. Maintenance activities and paving improvements are at an all time high as a result of improved BET/RTM funding and diligent administration. The Highway Division continues to function as one of the most well organized and dependable service providers within Town government.

Joseph Roberto  
Superintendent of Highways

**DEPARTMENT OF PUBLIC WORKS  
TRAFFIC ENGINEERING DIVISION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	9	9	9
Expenditures:			
Current	\$706,565	\$740,130	\$834,691
Capital	\$567,072	\$349,331	\$250,303
<b>Total:</b>	<b><u>\$ 1,273,637</u></b>	<b><u>\$1,089,461</u></b>	<b><u>\$ 1,084,994</u></b>
Revenue:	\$0	\$0	\$705

**SERVICE DELIVERY**

**Actual** - Enhancing the response to citizen and Town department's requests for traffic analysis to improve overall traffic management in Town.

**Actual** - Installing Uninterrupted Power Supply (UPS) backup at major signalized intersections in Town to provide traffic signal operation during power interruptions.

**Actual** - Working with ConnDOT to develop appropriate design for signalization of Indian Field at I-95 Exit 4 northbound ramps.

**Actual** - Improve pedestrian safety by implementing recommendations from the Pedestrian Safety Committee's final report.

**Actual** - Implementation of Safe Routes to School recommendations in various elementary school neighborhoods.

**Actual** - Working with various neighborhoods and Town's consultant on applications submitted to the Neighborhood Traffic Calming Program.

**Actual/Planned** - Development and implementation of Townwide Crosswalk standard.

**CAPITAL PROJECTS**

**Actual** - Installation of a traffic signal at Mason Street, Lexington Avenue and Amogerone Crossway to improve pedestrian and vehicular operations.

**Actual/Planned** - Installation of a traffic signal on Glenville Road at Weaver Street, to provide more positive traffic control and flow and enhance pedestrian safety.

**Actual** - Installation of IMPRINT inlaid and/or raised crosswalks at various locations in Town to enhance visibility for increased driver awareness and pedestrian safety.

**Actual/Planned** - Improve safety for bicyclists by implementing recommendations from the Town's Master Bicycle Plan.

**Planned** - Revision of intersection geometry and traffic signal operations to accommodate left turns for

southbound North Street traffic.

**Proposed** - Redesign of Frontage Road-Byram Road intersection to facilitate traffic flow and improve pedestrian safety.

**Proposed** - Redesign of Round Hill Road-John Street intersection to optimize traffic flow and facilitate truck movements.

**Proposed** - Upgrade various signals in Town from in-road loop detection to Video Trak Detection.

**Planned/Proposed** - Design and construct pedestrian refuge islands on Western Junior Highway at Henry Street to enhance pedestrian safety and reduce vehicular speeds.

**Proposed** - Design and install a coordinated traffic signal system with pedestrian countdowns at the intersections of Greenwich Avenue and Lewis Street, Elm Street and Arch Street/Havemeyer Place.

Garo Garabedian  
Traffic Engineer

**DEPARTMENT OF PUBLIC WORKS  
WASTE DISPOSAL DIVISION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	8	8	8
Expenditures:			
Current	\$7,029,156	\$5,951,501	\$6,447,308
Capital	\$397,385	113,604	\$0
<b>Total:</b>	<b><u>\$7,426,541</u></b>	<b><u>\$6,065,105</u></b>	<b><u>\$6,447,308</u></b>
Revenue:	\$781,280	\$907,668	\$841,269

The Waste Disposal Division of Public Works provides solid waste disposal services to the public. Services provided are disposal of regular household and commercial trash, oversized bulky waste (construction material), organic wastes that are recycled, household hazardous wastes and other disposal services.

The charts below list waste tonnage amounts and costs for the last three years:

	<b>FY07</b>	<b>FY 06</b>	<b>FY 05</b>
Municipal Solid Waste (tons)	55,155	54,335	53,733
Organic Waste	9,150	10,836	7,801
Oversized Bulky Waste	<u>5,942</u>	<u>4,832</u>	<u>4,524</u>
Total	70,247	70,003	66,058
Municipal Solid Waste	4,340,851	4,066,038	\$3,946,070
Organic Waste	351,998	376,242	229,435
Oversized Bulky Waste	<u>542,698</u>	<u>419,447</u>	<u>377,183</u>
Total	5,235,547	\$5,281,174	\$4,552,68

The Town's recycling program remains one of the strongest in the state. City Carting, Inc. was contracted to operate the Recycling Drop-Off Center. Greenwich Recycling, Inc. continues its seventeenth year as the 'blue bin'-recycling contractor.

Leaves were transported out of town by Anthony Julian Construction Co., Inc., of Bridgeport at a cost of \$252,223, a 12% decrease from the previous year's cost of \$287,755. It is planned to continue transporting leaves out of town in the future rather than composting them.

Two household hazardous waste collection days, one in the fall and the second in the spring were conducted. Common materials in the home such as flammables, corrosives and toxics were collected and properly disposed of in approved sites.

The Holly Hill Resource Recovery Master Plan is moving forward.

Patrick Collins,  
Acting Superintendent

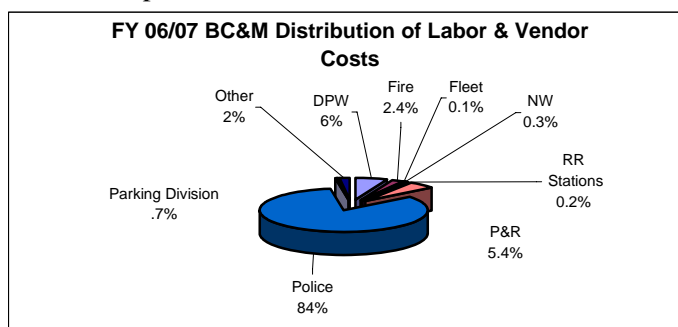
**DEPARTMENT OF PUBLIC WORKS  
BUILDING CONSTRUCTION AND MAINTENANCE DIVISION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	22	22	22
Expenditures:			
Current	\$3,359,682	\$2,981,301	\$3,145,053
Capital	\$11,756,977	\$10,505,301	\$1,721,185
<b>Total:</b>	<b><u>\$15,116,659</u></b>	<b><u>\$13,486,602</u></b>	<b><u>\$4,866,238</u></b>
Revenue:	\$240,340	\$0	\$0

(Note) Includes encumbrances and improvements financed in each year.

The Building Construction and Maintenance Division is responsible for the administration, planning and execution of all construction and maintenance activities for town owned buildings except marine docking facilities and buildings assigned to the Board of Education.

In FY 2006/2007 the Division received 708 individual work requests that had an average response time (reception to completion) of 8 days. The response time of an average work order decreased by 0.6 days over the previous year. This decrease was attributed to the release of manpower dedicated to the relocation of the Police and Fire Departments. In addition to the individual work requests received, the division also responded to 220 preventative maintenance and cost center work order tickets with multiple occurrences. The distribution of the Division's manpower by customer / department is as follows:



Of the eight (8) capital projects approved for FY 06/07, five (5) were completed, two have been placed under contract, and one has been placed in the improvement reserve. The main drivers for the Division this past year has been the outfitting of the completed renovation of the Western Greenwich Civic Center, support of the construction of the New Public Safety Complex and the conversion of the election machines from mechanical to optical.

The Division focus for the upcoming year will be centered on the completion of the renovation of the Glenville Fire Station, Great Captains Lighthouse and Art Barn and the two new construction projects, Animal Shelter & Field Maintenance Shed on North Street and the replacement of the Griff Harris Golf Course Administration Bldg.

Our complement of professional tradesmen and administrative staff is committed to the proper and effective maintenance of the facilities. This is most evident by the continual increase in productivity while aggressively undertaking capital projects normally assigned to outside contractors.

Alan Monelli  
Superintendent of Building Construction & Maintenance

**DEPARTMENT OF PUBLIC WORKS  
BUILDING INSPECTION DIVISION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	17	15	14
Expenditures:			
Current	\$1,335,007	\$1,256,336	\$1,073,872
Capital	\$37,822	\$-0-	\$40,357
<b>Total:</b>	<b><u>\$1,372,829</u></b>	<b><u>\$1,256,336</u></b>	<b><u>\$1,114,229</u></b>
Revenue:	\$5,936,947	\$6,125,899	\$5,525,543

**PERMIT STATISTICS**

	Number of Building Permits	Construction Value Estimated Cost
<b>NEW BUILDINGS</b>		
Residential Buildings	168	\$193,458,612.
Non-Residential Buildings	<u>306</u>	<u>60,560,418.</u>
<b><i>SUBTOTAL</i></b>	<b><i>474</i></b>	<b><i>254,019,030.</i></b>
<b>ADDITIONS/ALTERATIONS</b>		
Residential Buildings	1252	156,891,636.
Non-Residential Buildings	<u>571</u>	<u>104,729,510.</u>
<b><i>SUBTOTAL</i></b>	<b><i>1823</i></b>	<b><i>261,621,146.</i></b>
<b>DEMOLITIONS</b>		
Residential Buildings	160	2,055,380.
Non-Residential Buildings	<u>61</u>	<u>300,100.</u>
<b><i>SUBTOTAL</i></b>	<b><i>221</i></b>	<b><i>2,355,480.</i></b>
<b>TOTAL</b>	<b>2518</b>	<b>517,995,656.</b>

**EVALUATIONS AND EXPLANATIONS**

The Division of Building Inspection issues building permits (and associated trade permits), inspects work done under said permits and is responsible for the administration (and State mandated enforcement) of the Connecticut State Building Code, the Town of Greenwich Building Zone Regulations and all other codes and standards referenced therein. The Division is headed by the Building Official who is supported by the following staff members: Deputy Building Official, Building Code Engineer, (3) Electrical Inspectors, (2) Building Inspectors, (3) Plumbing/HVAC Inspectors, Program and Operations Supervisor, Zoning Enforcement Officer, (2) Zoning Inspectors, Plan Examiner, and a clerical staff of five, four of which are assigned to this Division through DPW-Administration. The Division employs three permanent part-time employees (one zoning inspector and two clerks) and four part time employees (two inspectors and two clerks).

Revenue generated by this Division decreased by 3 % and totaled \$5,936,947 in FY 06-07, which is the second highest yearly total ever collected (FY 05-06 at \$6.1 million was the previous high).

Building permits for FY 06-07 totaled 2518, which for the fifth consecutive year exceeded 2000. Although this total represented a 1.7 % decrease over FY 05-06 it was the second highest yearly total recorded (FY 05-06 at 2561 being the highest).

Addition and alteration permit categories increased dramatically by 19 % overall and represented 50 % of all building permits issued. Residential add and alter permits (1252) increased by 2.6 % and was the highest yearly total recorded (FY 05-06 was the previous high at 1220). Non-residential add and alter permits (571) increased by 63 % and was also the highest yearly total recorded (FY 05-06 was the previous high at 351).

New building permit categories decreased by a total of 34 %. New residential permits (168) decreased by 24 %, however, this yearly total stands as the third highest ever recorded (FY 05-06 at 1220 being the highest) for this category. New non-residential permits (306) decreased by 39 % and was the lowest yearly total for this category since FY 95-96.

Demolition permits decreased by 18 % to a yearly total of 221 and was the lowest total since FY 03-04.

In addition to building permits, a total of 5,605 trade permits were issued in FY 06-07 an increase of 8 % and was the highest yearly total recorded (FY 04-05 at 5,149 being the highest). This total includes electrical permits (2,792), plumbing permits (1,445) and HVAC permits (1,368). Added to building permits (2518) the total number of permits that were reviewed, processed, issued, and the work under each inspected was 8,123.

Total construction volume was \$517,995,656. This figure was a 2 % increase over FY 05-06 and represents the highest construction volume ever recorded (FY 05-06 was the previous high at \$507,995,656) and marks the second time it has exceeded \$500 million.

Building permits for new single-family dwellings decreased 18.4 % from 179 in FY 05-06 to 146.

The Building Code Board of Standards and Appeals did not meet as applicants usually submit modification requests from the State Building Code to the Office of the State Building Inspector.

William Marr  
Building Official

**DEPARTMENT OF PUBLIC WORKS  
PLANNING AND ZONING BOARD OF APPEALS**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$122,842	\$119,862	\$119,796
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$122,842</u></b>	<b><u>\$119,862</u></b>	<b><u>\$119,796</u></b>
Revenue:	\$28,222	\$33,940	\$32,030

The Planning and Zoning Board of Appeals is an administrative agency which acts in a quasi-judicial capacity, whose powers and duties are set forth in the Town Building Zone Regulations. These Regulations authorize the Board to hear and decide appeals for (1) variances from the provisions of the Regulations, (2) special exceptions for certain uses specified in the Regulations, and (3) overriding an order or decision of the Zoning Enforcement Officer. Also, the Greenwich Municipal Code provides that decisions of the Planning and Zoning Commission involving subdivisions may be appealed to the Board.

The Board consists of five regular members and three alternate members, one or more of who sit when one or more regular members are unable to attend a meeting. All members are nominated by the Board of Selectman and must be approved by the Representative Town Meeting. For an appeal to be granted it must receive four affirmative votes. All members serve voluntarily and without compensation.

Regular meetings of the Board are held once a month on the third Wednesday of each month. Immediately after hearing all the applications scheduled for that particular meeting, the Board engages in its decision-making process and renders its decision on each appeal heard that night.

The Planning and Zoning Board of Appeals held twenty-two public hearings.

**FOR THE YEAR 2006 - 2007**

<b>TYPE OF REQUEST</b>	<b>GRANTED</b>	<b>GRANTED W/ COND</b>	<b>DENIED</b>	<b>WITHDRAWN/ DISMISSED</b>	<b>CONTINUED</b>
Use	1	-	1	-	1
Floor Area Ratio	3	2	5	-	-
Flood Hazard Elevation	1	-	1	-	-
Lot shape/size/frontage	3	1	4	2	-
# of stories	4	-	-	1	-
Yard Requirements	57	2	11	5	2



Height - Non-conforming	-	-	1	-	-
<b>TYPE OF REQUEST</b>	<b>GRANTED</b>	<b>GRANTED W/ COND</b>	<b>DENIED</b>	<b>WITHDRAWN/ DISMISSED</b>	<b>CONTINUED</b>
Access way/Driveway location	-	-	-	-	-
Variance of building location	-	-	-	1	-
Special Exceptions	9	7	1	2	-
Appeal P & Z Commission Decision	4	-	3	-	1
Appeal Issuance of Building Permit	-	-	-	3	-
Other	2	1	1	-	-
<b>TOTAL</b>	<b>84</b>	<b>13</b>	<b>28</b>	<b>14</b>	<b>4</b>

James Maloney  
Zoning Enforcement Officer

**DEPARTMENT OF PUBLIC WORKS  
SEWER DIVISION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	25	25	25
Expenditures:			
Current	\$3,859,589	\$3,245,365	\$3,554,013
Capital	\$2,058,267	\$1,803,666	\$1,628,557
Total:	<b><u>\$5,917,856</u></b>	<b><u>\$5,049,031</u></b>	<b><u>\$5,182,570</u></b>
Revenue:	\$254,062	\$425,519	\$538,884

The Sewer Division is responsible for operation, maintenance and repair of 185 miles of sewer lines, 29 pumping stations, over 250 individual grinder pumps currently installed in the Milbrook and North Mianus sewer extension areas, and the Grass Island Waste Water Treatment Plant, all of which must comply with Federal, State, and interstate regulations.

The Grass Island Wastewater Treatment Plant (GIWWTP) has the permitted capacity to treat 12.5 million gallons of wastewater per day. It uses an advanced activated sludge process to remove both organic material and nitrogen, resulting in excellent effluent quality. Effluent disinfection is currently accomplished using sodium hypochlorite. The plant's nutrient removal process provides environmental benefits to Long Island Sound. The GIWWTP presently removes 60% of total nitrogen based on the 1990 baseline set by the State of Connecticut Department of Environmental Protection (CTDEP). The nitrogen general permit requires GI to remove 58.5% by the year 2014. The plant process is continually monitored to optimize nitrogen removal. Because of the efficiency of the Grass Island process, the Town of Greenwich received \$219,657 from the State of Connecticut in "Nitrogen Credits" for 2006. This was a continuation of the plant's performance since 2002. This shows the Sewer Division staff's continuing commitment to excellent plant performance, which helps preserve and protect Long Island Sound. While a current source of revenue, nitrogen credits value will continue to decrease as more plants implement nitrogen removal processes and permit limits continue to tighten. Additionally, due to the Nor'easter of April 2007 and its effect on plant performance, we do not expect to receive nitrogen credits for 2007 – we may be required to purchase them instead.

In the FY 06-07 period, the new ultraviolet disinfection system design was completed, as required by permit. Construction is starting in Fall 2007. This past year, we also completed the design to rehabilitate the GIWWTP Headworks, the portion of the plant where wastewater first enters and is screened and conveyed to downstream processes. Bids are due in mid-October 2007, and we hope to be underway in the winter months. The GIWWTP supervisory control and data acquisition (SCADA) system, evaluated given obsolescence in certain system components, was successfully upgraded in Summer 2007. This system may be likened to the nerve center for the plant. In addition, work continues on implementing a telemetry system to significantly improve collection system pump station monitoring. The new system will link with plant SCADA for an overall alarm system. Installation is slated for Fall/Winter 2007.

Work continued throughout the year on the wastewater collection system, including sewer rehabilitation, work on the private inflow removal program, television inspection, and general collection system maintenance such as gravity line cleaning. The Sewer Division has been very busy with the private inflow program, conducting dye tests to confirm sources as well as permitting and inspecting residences removing their illegal connections. Sewer rehabilitation work including manhole raising, excavated repairs, and sewer lining work was completed in portions of Central Greenwich, Pemberwick, Glenville, Chickahominy and Cos Cob. The United States Environmental Protection Agency receives the reports created as a result of these activities, and approves the recommended repairs and programs.

During this year, improvements to Ballwood and Ivy Street Pump Station force mains were designed, bid, and constructed. These assets are being replaced based on age and condition, to continue to provide uninterrupted service to Town residents. South Water, Den Lane and Bruce Park Pump Stations force mains design was undertaken during this period, with projects expected to be bid in Winter/Spring 2007/2008.

Throughout this period, residents continued connecting to the North Mianus East and West sewer extensions. During FY 2006/2007 upgrades to the Station A, Station D, and Eugene Street Pump Stations, as well as improvements to the Willowmere Pump Station Control Panel, were designed, bid, with construction beginning in the Fall 2007. Sewer permit volume continues to be very high, as well as sewer markout requests.

Finally, the Sewer Division has also been busy using and refining the computerized maintenance management system linked to the GIS. This program supports the Division's maintenance and planning functions, as it covers all of the wastewater utility's assets. The next phase of that is the ongoing Asset Management Program, currently evaluating the condition of all the critical components of the Sewer Division, and setting up short and long-term capital improvement plans.

Ron Jennings,  
Process Control Engineer

Chris Mandras,  
Manager of Field Operations

**FLEET DEPARTMENT**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	17*	17*	17*
Expenditures:			
Current	\$2,797,506	\$2,598,554	\$2,324,913
Capital	\$0	\$ 0	\$ 47,200
<b>Total:</b>	<b><u>\$2,797,506</u></b>	<b><u>\$2,598,554</u></b>	<b><u>\$2,372,113</u></b>
Revenue:	\$0	\$0	\$0

*Note: \*15 Full time employees- 2 Permanent Part time employees*

Reporting to the First Selectman, the Fleet Department is responsible for the operation of the Vehicle Maintenance Center, a highly computerized central facility that enables the staff, consisting of fifteen full time employees: Fleet Director, Fleet Superintendent, Administrative Assistant, Day & Night Shift Fleet Operation Assistants, Day and Night Shift Supervisors, (ASE Master Certified) and eight Technicians of which five are ASE certified, and two part time employees, Clerical Assistant and Custodian, to assimilate repair history and vehicle inventory, schedule the preventative maintenance program, control parts distribution, monitor the automated fuel system, and “GW” license plates.

The Fleet Department’s mission includes providing the Town and the User Departments with comprehensive quality professional Fleet Management and insuring that the Town’s vehicles are reliable, safe and suitable for the job function. By means of an extensive preventative maintenance program, the Fleet Department assures that the Town’s 189 light duty vehicles, 123 heavy duty vehicles (over 10,000 GVW) and 214 pieces of non-rolling stock assigned to the Police Department, Fire Department, Department of Public Works, Parks and Recreation Department, Board of Education, General Government, Health Department, Nathaniel Witherell, Social Service, and the Library are properly maintained and repaired.

For the second consecutive year, the Department met the ASE (Automotive Service of Excellence) certification requirements to be a “Blue Seal” ASE certified facility. As of October 2005 we proudly posted the ASE banner, and again, October 2006. Seven (7) Technicians have met the requirements for a position upgrade, and another is working toward that goal. Many have gone on to achieve more certifications as Master ASE Certified in Light and Heavy duty, EVT, and equipment specific for which I will continue to work toward implementing an additional stipend or compensation program.

The Fleet Department received the Certificate of Achievement award in 2006 as one of the Top 100 Best Fleets in North America. This program recognizes peak performing fleet operations and encourages increasing levels of performance improvements within the industry.

For the third consecutive Fiscal Year, the Fleet Department completed and submitted an Outcome Based Budget, which has been discontinued. The Department defined the results and achievements to the Outcome Measures and Program Statements for the Outcome Based Budget submitted for FY 06/07. The department found this process to be a helpful benchmarking tool and a measurement of our objective and goals. The evaluation of the results indicated areas that were on target, while others were plus or minus what was originally projected. The Department’s Outcome Based Budget has four (4) Department wide Outcome Statements that includes eleven (11) Outcome Measures, four (4) Program Segments with eleven (11) Outcome Measures.

Program Segment 15.01: Vehicle Maintenance Center includes four (4) Activities: 15.01.01-Provide Maintenance & Repairs, 15.01.02-Outsource Vender Repairs, 15.01.03-Operate Fueling Sites, 15.01.04-Operate Parts Room. Projected labor hours were 21,500 the actual labor hours were 16,047. Projected cost was

\$2,251,791; actual cost was \$2,246,645. The major overage was in Segment 15.01.03, Operating Fuel Sites. The major decrease was in Segment 15.01.02, Outside Vender Repairs.

Program Segment 15.02: Professional Fleet Management includes four (4) Activities: 15.02.01-User Department Support, 15.02.02-Process Vehicle Replacement, 15.02.03-Accident Management, 15.02.04-Process Fleet Data. Projected Labor hours were 4,205; the actual labor hours were 4,616. Projected cost was \$141,100; actual cost was \$165,851. The major overage was in Segment 15.02.01, User Department Support.

Program Segment 15.03: Regulatory Compliance includes two (2) Activities: 15.03.01-Compliance Transactions, 15.03.02-Mandated records. Projected Labor hours were 170; actual labor hours were 82. Projected cost was \$25,500; the actual cost was \$14,706. The savings was in Segment 15.03.01 Compliancy Transactions.

Program Segment 15.04: Department Leadership and Administration includes three (3) Activities: 15.04.01-Administration, 15.04.02-Department Budget Preparation, 15.04.03-Training. Projected labor hours were 5,500; actual labor hours were 5,178. Projected cost was \$273,300; actual cost was \$233,252. The major decrease was in Segment 15.04.01 Administration.

Examples of some of the Outcome Measures:

- Downtime on User Department vehicles not to exceed 10% - Actual 4.16%
- Parts on demand not to be less than 90% on average - Actual 91.91%
- Repeat repairs not to exceed 5% - Actual 5.80%
- Overall User satisfaction with new vehicles at least 4.75 on a 5.0 scale - Actual 4.10
- Labor time to equate to no more than 18% of Industry standards – Actual 10.61%
- Town's Fleet average MPG's to increase 3% to 9.60 MPG's – Actual 9.30 MPG's
- New vehicles placed into service within 2.5 working days from delivery to Fleet – Actual 1.42 days

For FY 07/08 Fleet is working toward purchasing vehicles off the State contract, which now includes up-fitting. This will greatly simplify the process and save considerable time on preparing and evaluating bid specifications.

With the installation of the upgrade to the FASTER fleet maintenance program, standard times for specific repairs to vehicle types were established. This enables us to generate a report that insures repairs are coded to the correct repair category and the time equates to industry standards. In addition, the Shop Floor Manager feature was activated to insure that vehicles requiring future actions, like recalls, are taken care of if the vehicle comes in for another reason. These processes as well as those that are required to operate the VMC and the Department are detailed in the Department's twenty-three chapter Operational Manual that is updated annually.

The importance of having a washing facility at the VMC is coming to fruition, the work bay areas have been redesigned to accommodate the washing equipment and the sewer lines are in the process of being installed. This is a big step in reducing the rust and corrosion on the heavy-duty vehicles and prolonging their service life. The downstairs service office was reconfigured to maximize efficiency.

Training to promote safety in the work place continues to be an integral part of the Department's training program, as is the annual testing, inspection, and training required for the operation of the VMC facility to conform to OSHA Employee Right-to-Know Safety Rules, Regulations and Mandates of the Environmental Protection Agency (EPA), the Resource Conservation and Recovery Act (RCRA), the Occupational Safety and Health Administration (OSHA), and the Storm Water Pollution Prevention Plan for the discharge of storm water, as is specialized training on the new vehicles, equipment and their component technology.

Elizabeth B. Linck, C.F.M.  
Fleet Director

## GREENWICH DEPARTMENT OF HEALTH

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel*	31	31	31
*Includes permanent part-time positions			
Expenditures: (Note <sup>1</sup> )			
Current: (Note <sup>2</sup> )	\$4,695,889	\$4,478,970	\$4,166,514
Capital	\$0	\$0	\$0
<b>Total</b>	<b><u>\$4,695,889</u></b>	<b><u>\$4,478,970</u></b>	<b><u>\$4,166,514</u></b>
Revenue	\$326,113	\$312,178	\$279,884

(Note <sup>1</sup>) Includes encumbrances and improvements financed in each year.

(Note <sup>2</sup>) Includes expenditures for Greenwich Emergency Medical Services, Inc.

Organized in 1887, the Department of Health has dedicated itself to providing strong leadership for the advancement of health in the community. As the primary public health agency, the Department will furnish guidance and direction to service health providers in an effort to prevent disease, premature death, illness and disability. Functioning under statutory direction, the Department of Health will promote public health activities, encourage a healthier lifestyle; facilitate community commitment for a safe, pollution free environment and advocate for health policies that enrich the quality of life. With community and political support, the Department of Health will also collaborate to identify critical health needs, allocate resources to those who need them, assist with the delivery of health services and work to reduce population disparities so that equal access to health care can be obtained by all.

### ADMINISTRATION

Administered by a Director of Health whose authority derives from the Connecticut General Statutes and Town Charter, the position serves to oversee all events and activities that may impact on the health of the Town. The Director is mainly responsible for assuring that all essential public health needs of the community are met and provided. The Director of Health also manages the day-to-day operation of the Department of Health whose function includes the delivery of unduplicated needed health services. The execution of this dual function requires extensive knowledge of public health practice, a high level of personal and professional commitment, responsiveness towards the needs of the population, flexibility towards changes in the environment and administrative direction to implement a community-wide health effort. Under the aegis of the Board of Health, the Director guides the Department to work harmoniously with public and private service health providers, individuals and organizations to meet community goals.

The multi-faceted functions of the Department are executed through the specialized activities of the Divisions of Environmental Services (includes Laboratory), Administration (includes Public Health Emergency Preparedness) and Family Health (includes Dental Health), the Business Office, Office of Community Health Planning and the Office of Special Clinical Services. Overall, these programs are structured to serve the community by monitoring health conditions, providing essential public health services, identifying unmet critical health needs, developing health policies, ensuring access to health care, enforcing laws and regulations, allocating health resources, investigating disease outbreaks and planning for emergent events that would require a public health response.

Since September 11, 2001 new investments in our Nation's public health system have begun to reverse the trend of under-funding public health in an effort to prepare for a public health emergency. This year, through Federal

funding, the Department was able to keep the position of Public Health Emergency Preparedness Coordinator to focus on numerous preparedness activities for the community. During the course of the year, various annexes to the Department's Emergency Response Plans were developed and revised. These plans include an Influenza Pandemic Preparedness and Response Plan, Isolation and Quarantine Plan and an Anthrax Response Plan. A Response Training Plan and a Respiratory Protection Plan were also added to address staff safety needs. Other activities such as drills and exercises, education efforts for the staff and measures to identify special need populations were applied. Supplies and equipment were also secured in the event they would be needed. In addition to local planning, the Department played a vital role in cross-jurisdictional readiness by participating on regional and New York City metropolitan planning committees.

The Department also continued to maintain the Town's confidential emergency personnel response list, which includes participants from both Town and community agencies responsible for emergency preparedness and response. In an effort to educate the public, education materials on pandemic influenza and emergency preparedness were also developed and disseminated throughout the community.

Since 1997 when an avian influenza Type A virus emerged in chickens and humans, world health leaders continue to encourage the Nation to prepare for a pandemic flu outbreak. Although the H5N1 bird virus has not mutated into a form that passes easily between humans, many scientists still fear that the next influenza pandemic will likely be of an avian variety. With this prediction, if an avian virus were to gain ability to spread from person-to-person like seasonal flu viruses, approximately 1.5 billion people could be affected. To prepare the Greenwich community for such an event, the Department has conducted public informational sessions, developed response plans, partnered with state and local health agencies and conducted drills and exercises to test response measures. Although the level of complete readiness may never be achieved, the Department of Health staff is committed to work towards that goal.

In closing, the future of public health in protecting the community from illness and disease is paramount. As recorded in history, disease outbreaks have occurred and have taken the lives of millions. With the ability to travel the globe with ease, the risk of infectious diseases to spread rapidly and more geographically is increasing. Without a strong public health infrastructure to monitor new threats, our country remains vulnerable. It would also be complacent to assume that there will not be another disease like AIDS surfacing in the future. As the demands on the local public health system increase it is essential to acknowledge and fund its responsibility to protect lives. To this end, I am hopeful that the Greenwich community will recognize the value of public health and render support to the Department of Health as it accepts and confronts the challenges of the 21<sup>st</sup> century.

## **BUSINESS OFFICE**

***[Deborah Flynn, Manager]***

The Business Office serves as a major support function in the areas of personnel, payroll and finance. The main focus of this program is financial and priority is given to the implementation and management of the departmental budget. As the centralized focal point for all divisions and programs, the Office manages salary allocations, orders supplies, monitors expenditures and authorizes, processes and records payments for the Department. Applications to the Board of Estimate and Taxation and Representative Town Meeting are also prepared and processed appropriately.

In addition to the management of Town funds, the Department received State and Federal funding which included Per Capita Funding amounting to \$59,465.28, Preventive Health and Health Services Block Grant funds of \$9,831, and funding in the amount of \$69,552 for Public Health Emergency Preparedness and \$46,500 for Pandemic Influenza Planning through the Connecticut Department of Public Health. The Business Office prepares grant applications and detailed expenditure reports required by the State before funding requests are approved. Grant funds from the State provide the Department with an opportunity to conduct health and

promotion programs that may not normally be funded through the municipal budget process. Federal grant funds have been allocated with the intent to carry out public health emergency planning activities with special emphasis on contractual items associated with bioterrorism.

## **OFFICE OF COMMUNITY HEALTH PLANNING**

*[Stephanie R. Paulmeno, Director]*

The Office of Community Health Planning provides professional consultation, leadership, technical assistance and guidance to all community program opportunities towards the improvement of the community's health. The Director works closely with various public/private health providers through coalition building and collaboration to identify and evaluate community health needs, conduct community health assessments, provide health planning, allocate needed resources, identify access to health care and promote public health education to provide quality health care to all residents. The Planning Office also plays a major role in the Department's mission to educate the public about responding to public health emergencies and health issues that may negatively affect a person's well being.

This year the Director coordinated a major access-to-care project by staging the second Greenwich Multicultural Health and Heritage Fair. A total of forty-seven (47) health and social service exhibitors offered no-cost health screenings and distributed multilingual health information to a total of two hundred four (204) attendees who came from 21 countries. Numerous services were offered, including but not limited to, kidney disease screening, cholesterol screening, hypertension screening and several tests for eye, skin and pre-diabetes. The Planning Office also kept busy presenting a total of five (5) multi-media emergency planning programs throughout the community, which reached over two hundred (200) people.

Lifestyle choices continue to impact morbidity and mortality rates in the United States. Providing accessible health care, public health education and health risk screening programs encourage every citizen to make lifestyle changes to improve their health and quality of life. Routinely, the Planning Office coordinates and provides leadership by providing health education in the community. This year a total of twenty-one (21) multi-venue health presentations were offered on matters such as Medicare D, smoking cessation, kidney disease, breast and prostate cancer, aging and diabetes. A computer based mental health matrix program was also developed. In addition, the Director worked on a total of thirty-four (34) major public health community initiatives and six (6) public health consultations.

Community partnerships are fundamental for identifying and mobilizing community health resources. The main responsibility of the Health Planner is to initiate collaboration between health system partners so that health initiatives can be achieved within the community. Examples of these include the newly created computer-based mental health matrix that is now used by over 200 agencies, a web cast presentation on Public Health Systems Assessment and a pandemic planning template designed for nursing homes. Another new initiative was also created – a community health planning advisory board comprised of 24 community leaders from multiple agencies. Many programs were a result, including but not limited to, a program for Pathways that addressed cooking, shopping and food storage needs in its facility. Other continued initiatives include community health conferences, workshops, nine (9) community health fairs and projects in areas addressing access to quality health care, underage drinking, end-of-life issues, no cost smoking cessation programs, continuum of care options for seniors, mammogram screenings, community blood drives, prostate and skin cancer screenings. The Office also played a major role in the annual Senior Health Fair, a collaborative project of the Greenwich Department of Health, the Commission on Aging and Greenwich Hospital which offered sixty-six (66) screening and information exhibits. Approximately seven hundred (700) seniors were served in 2006.

In an effort to identify unmet health needs and assess community resources, the Director serves on a total of forty-one (41) state and local Committees, Boards and Coalitions. The following is a partial list of those efforts: The United Way Youth and Planning Councils; Time For Lyme; Parents Forum; The Greenwich Coalition to



Combat Underage Drinking; Hispanic Advisory Council of Greenwich and Stamford; The Connecticut Cancer Partnership; Greenwich Hospital Community Advisory Board; Greenwich Adult Day Care Community Advisory Board; The Advisory Board of the Stamford Federally Qualified Community Health Center in Stamford and Port Chester; Greenwich Library Health Information Center Advisory Board; The Greenwich Hospital Diabetes Resource Council; The Senior Provider Network; Greenwich Health Improvement Partnership and Task Forces; The Norwalk Community College Nursing Advisory Board; The Lower Fairfield County Regional Action Council for Mental Health and Addiction Services; The Greenwich Diabetes Resource Board; Regional Asthma Board; Family Center Committees; Junior League Advisory Board; GCCUD's Enforcement Committee; Relay for Life ACS; Connecticut Public Health Nurses Committee; Optimus Health Care; American Red Cross-Greenwich Chapter(ARC); Town of Greenwich Safety Committee and the Community Development Block Grant Council.

In cooperation with Town Department agencies, the Director authored an employee health newsletter and co-planned an employee health fair that provided numerous health program opportunities for a total of two hundred fifty (250) Town employees. Among many of the programs offered through 39 exhibitors was the Department's Laboratory providing cholesterol testing for thirty-nine (39) employees. A total of seventy (70) kidney screenings were also offered along with hypertension and pre-diabetes screening. In the end, some individuals who were screened were identified with indications of high blood pressure, kidney disease and abnormal cholesterol.

Working collaboratively with the United Way, the Director reviewed the Health, Public Health Community Planning, Information/Referral and Emergency and Disaster categories of the Community Needs Assessment prior to its distribution to the public. Department services were amended and the insertion of material that was originally submitted during the inquiry and research state of the assessment process were made and submitted for inclusion.

In other programs managed by the Office, two (2) State-funded educational series were presented on Cholesterol Management and Heart Healthy Nutrition. A total of one hundred seven (107) participants were served. Cholesterol testing was also provided to twenty (20) participants by the Department's Laboratory in the Heart Health Program. In the end, some individuals who were tested were identified with high cholesterol. As a result of a participant conducted survey, their medical follow-up evaluation proved positive due to their learned lifestyle changes.

Finally, the Office of Community Health Planning analyzed the Town's mortality reports. Reviewing these records monthly allowed the Department to track any trends of disease and/or illness in the community. Of the total four hundred sixteen (416) deaths reported in Greenwich heart and circulatory disease was the leading cause of death (142), followed by cancer (95) and respiratory illnesses (57). Lastly, the Director received recognition and an award from the American Cancer Society's community mobilization for work on the Greenwich Cancer Awareness and Education brochure. In addition, the Office received the Award of Excellence from the Town of Greenwich. Finally, the Planning Office played an important role in coordinating Town Hall's Automated External Defibrillator (AED)/First Aid Training Program. The AED units are monitored and tracked daily. Partnerships with the American Red Cross, Greenwich Chapter for blood drives were also conducted along with the Town Hall Health and Safety Committee. As a result of the latter, the Fire Warden Program was updated and operational plans for the Committee were designed. Lastly, the Planning Office actively participated in over 15 National public health campaigns throughout the year.

## **OFFICE OF SPECIAL CLINICAL SERVICES**

*[Thomas Mahoney, Director]*

The Office of Special Clinical Services is a collaborative effort of the Department of Health and Greenwich Hospital providing risk assessment, counseling, testing, referrals, education, case management and outreach

programs to reduce the morbidity and mortality associated with HIV/AIDS, sexually transmitted diseases (STD's) and pregnancy. The program is also responsible for bloodborne pathogen training and assessing occupational exposures for Town of Greenwich personnel. The Office has other partnerships with many organizations such as the Greenwich Chapter of the American Red Cross, Stamford CARES, AIDS Alliance of Greenwich and Greenwich Departments of Social Services and Education to provide programs and services to clients and the community. Education, coupled with behavioral modification interventions, is a key component to preventing additional cases of HIV/AIDS, sexually transmitted diseases, pregnancy and bloodborne pathogen exposures.

This year the program conducted one hundred eighty-seven (187) educational programs serving twelve hundred (1,200) students, counseled and/or tested three hundred nineteen (319) clients for HIV, STD's or pregnancy. Of the total counseled and tested forty-seven (47) were treated on-site with only a few needing follow-up visits. A total of forty-three (43) clients were also referred for medical, psychological and/or social services. Of the clients served, seventy-seven percent (77%) were Greenwich residents, a slight percentage increase above last year. In addition to on-site clinic counseling, two hundred thirty-six (236) telephone-counseling sessions were conducted, six hundred ninety-five (695) clinical samples collected and processed. The Director also conducted thirty-eight (38) bloodborne pathogen training sessions, with eight hundred seventy-seven (877) employees attending. A total of eleven (11) occupational exposure investigations were also conducted. The Director also collected forty (40) Hepatitis B titers (blood samples) from Town of Greenwich personnel with thirty-five (35) employees demonstrating immunity to the virus.

The Director served as Chairman of the Greenwich Coalition for Improving End of Life Care, an initiative of the Department of Health, Greenwich Hospital, and the Greenwich Commission on Aging. The Coalition offered end-of-life care educational forums for the community to stress the importance of having an advance directive. A total of seven thousand one hundred fifteen dollars (\$7,115) was provided to Greenwich residents living with HIV/AIDS in the form of financial support, health services, and emergency funds through the AIDS Alliance of Greenwich.

## **DIVISION OF ENVIRONMENTAL SERVICES**

**[Michael Long, Director]**

The Division of Environmental Services has two major subdivisions: Environmental Health and Laboratory. The Environmental Services program focuses mainly upon regulation enforcement, while the Laboratory performs environmental and clinical testing on various samples. Both programs function in tandem to help support the health status of the community. The services of this Division are provided to protect the public from potential health hazards, illness and disease through programs such as health education, environmental inspection, sampling and testing, clinical screening, licensing, permitting and consultation with the social service community.

### **Environmental Health**

The Environmental Health program is responsible for the establishment and execution of municipal environmental program functions that are either State or locally mandated. The program offers a variety of services, including sanitation, housing code enforcement, sewage disposal inspection and plan review, food service inspection and environmental surveys. It also functions as a component of the land use agencies and provides consultation services to all citizens regarding public health issues. As part of a continuing arrangement, Division personnel were made available to the Greenwich Shellfish Commission in the conduct of its work.

Unfortunately, during part of the 2006-2007 fiscal year the Division was short staffed. Although the vacancy was eventually filled, the Division was not capable of fulfilling all necessary inspection and enforcement activities. The shortfall in the staff's performance is reflected in a statistical analysis record.

In 2006, the State of Connecticut Department of Public Health discontinued bird testing for West Nile Virus (WNV). For surveillance purposes, the Division recorded sixteen (16) dead bird reports from residents. A total of nine (9) human cases were identified in the state, with no cases recorded for Greenwich. The Division managed the Town's larvicide program, which operated from June through September with applications every six weeks. Because of the increased risk to humans during the height of the season, the Governor offered larvicide to all coastal towns within the state. Information regarding WNV was also distributed to the public at various locations throughout Town. In 2007, the State continued to test mosquito pools from designated testing locations, with several turning up positive in Greenwich. In an effort to battle nuisance mosquitoes, the Department of Parks and Recreation continued its program for mosquito control at facilities under its jurisdiction.

The Division continued to assist the Director of Health in preparing for public health emergencies and supported staff training in a variety of areas relating to bioterrorism response. Division staff also participated in implementing influenza "flu" clinics throughout the community during the months of November and December. Carrying out one of the key functions of the Division, the staff worked closely with land-use agencies of the Town to implement regulations to control development, preserve resources and prevent environmental degradation. The Director also participated in selecting a vendor for a town wide permit tracking system that will help streamline and coordinate land-use agency processes.

The 2006 beach season experienced a number of beach closings due to rainfall events and reported elevated bacteria levels. Byram Beach was closed for a total of nineteen (19) days, one of which was due to high bacteria levels; Greenwich Point was closed for a total of six (6) days, one of which were due to high bacteria levels. Both island beaches, Great Captain's and Island Beach had one closure each this year due to high bacteria levels. All beach facilities have written closure policies that are reviewed on an annual basis.

In 2006-2007, sixty-nine (69) animals were sent to the Connecticut Department of Public Health Laboratory for rabies testing. The majority of animals submitted for testing were bats (44) found in the home. Of the total animals submitted, five (5) were positive (2 bats and 3 raccoons).

Assistance was provided to the Department of Public Works in its effort to sponsor two Household Hazardous Waste Days. Approximately three hundred ten (310) vehicles were served in November 2006 and three hundred sixty (360) vehicles in May 2007. Both collection programs experienced an increase in the number of residents served from last year. A mercury thermometer exchange program was offered at both events.

The Division continued to work with the Department of Public Works Sewer Division and Planning and Zoning in an effort to assess the need to expand the sewer map envelope. As part of the assessment, the consultant, Wright-Pierce Inc., developed criteria for the Town in an effort to establish a sewer boundary. This criteria included, but was not limited to, capabilities of the treatment plant, lot size, etc.

The Director continued to work with several government agency officials from Westchester County, the Village of Port Chester and the Interstate Environmental Commission (IEC, a joint agency of New York, New Jersey and Connecticut) on issues relating to elevated bacteria levels in the Byram River. The IEC is currently working with New York officials to resolve problems identified. To date, some progress has been made, however, due to Port Chester's aging infrastructure, more work will be needed.

The Division continued to enforce food service regulations in the two hundred eighty-seven (287) food service establishments that are licensed with the Department. In addition, a considerable amount of time was spent reviewing more than two hundred ninety-three (293) building plans and forty-six (46) demolition permits, which increased by more than 50%. Approximately two hundred seventy-eight (278) well and septic system permits were also issued. To determine septic system suitability, two hundred twenty-three (223) soil tests were

conducted, while seventy-three (73) body care facilities and thirty-two (32) massage establishments were inspected for licensure.

## **LABORATORY**

*[Douglas Serafin, Supervising Director of Laboratory Activities]*

The Laboratory is licensed by the Connecticut Department of Public Health to perform a wide range of environmental and clinical services necessary for the promotion and advancement of community health. It supports the entire operation of the Department, other municipal agencies and most importantly, residents of the community. The Laboratory provides a significant service to Town residents through flexibility of service and reasonable costs.

The occurrence of tick-borne disease is rising, not only within the Town, but also across the Nation. In 2005, twenty-three thousand three hundred five (23,305) Lyme disease cases were reported in the U.S., with Connecticut ranking fifth among the states with the most reports. In 2005 Connecticut reported one thousand eight hundred ten (1,810) cases; however, the number of new cases being reported annually has begun to decline. This reduction in the number of new cases is very misleading because in 2003 the state of Connecticut eliminated reporting requirements for laboratories, thus leaving only health care providers to report the disease. In 2006, Connecticut reported only one thousand seven hundred and eighty-eight (1,788) cases, a total of twenty-two (22) fewer reports than the year before.

In an effort to protect the community against this endemic disease, the Laboratory continued its tick-testing program by identifying and testing deer ticks for the presence of *Borrelia burgdorferi*, the causative agent of Lyme disease. In 2006-2007, seven hundred twenty-four (724) ticks were submitted by residents and identified as deer ticks. Of the seven hundred fifteen (715) ticks tested in-house, thirty percent (30%) were found to be positive for *B. burgdorferi*. This result represents a slight increase over last year.

In collaboration with the Department of Parks and Recreation, public beach water samples were collected and analyzed for enterococci, the indicator organism used for evaluating bathing waters. Environmental testing of all rivers, ponds, streams, public wells, public pools and the public water distribution system was conducted for chemical and bacterial contamination. Reports indicating public well water compliance were routinely submitted to the State Department of Public Health's Drinking Water Division. Lastly, laboratory personnel screened all Police vehicles for carbon monoxide and conducted monitoring at the Police shooting range for airborne lead levels.

With assistance from State Public Act funding, the laboratory purchased a Lead Care Analyzer, an instrument needed to measure the amount of lead in blood. Easy to operate and providing immediate results, the staff screened all children participating in the monthly WIC (Woman, Infant and Child) clinic and the Division of Family Health's Maternal and Child Health Clinic for lead in blood. Approximately seventy-five (75) blood lead tests were processed, with all positive results being reported to the Family Health program for follow-up. One hundred nine (109) hemoglobin/hematocrit blood tests were also analyzed from clinic children and reported. The Laboratory maintained its support of the School Health Program, operated by the Board of Education, in screening children for anemia and lead exposure. Clinical services (urinalysis) were also provided on a weekly basis to the Nathaniel Witherell Nursing Home, with ninety-seven (97) tests being performed on facility residents.

This year the Connecticut Department of Public Health terminated the program of collecting and testing corvids (i.e., crows, ravens and grackles) specimens as part of the surveillance for West Nile Virus (WNV). However, in order to help identify areas of virus activity, the Division recorded sightings of dead birds, and plotted them on a map using the GIS system.

Since September 11, 2001, the Laboratory has been a contributing member of the Bioterrorism Laboratory Response Committee organized by the Connecticut Department of Public Health Laboratory. The Committee, which meets monthly, is assigned to evaluate lab surge capacity within the state should it be needed during a public health emergency. To assist the state with the surveillance of biological and chemical agents, the Laboratory continues to certify and maintain its Level 2 biological safety cabinet, which allows for the safe handling of biological specimens. In an emergency or disaster event, the Department's lab will be able to assist the state lab with sample repackaging. In addition to serving on this Committee, the Laboratory staff attended several training sessions on bioterrorism response and participated in various bioterrorism agent identification drills.

As part of the Human Resource Department Employee Health Program, a total of thirty-five (35) employees were tested for a complete cholesterol profile during an employee health fair in March 2006. In addition, thirty-nine (39) tests were performed as part of several nutrition programs sponsored by the Department and twenty-one (21) tests were processed from general public walk-in participation.

In the winter of 2007, through assistance from State funds, the Laboratory conducted a successful Radon Outreach Program. Targeting specific sections of the town, a total of one hundred thirty (130) residents were served with Radon-in-air test kits. Overall, the testing results indicated an average radon level of 4.5 pico curies per liter, a slight increase over the Environmental Protection Agency (EPA) action limit of 4.0 pico curies per liter. The program, which increased the number of homes tested for radon in Greenwich (3.8% of all households) also identified potentially hazardous living conditions for some households.

In the spring of 2007, the Department conducted three (3) "mini" health fairs in the community with total cholesterol testing being offered to the public. In the end, a total of eighty-three (83) tests were performed with some individuals being identified with high cholesterol levels.

Finally, the Laboratory continued to operate the weather station, located on the roof at Town Hall. The station is considered an asset, providing current weather conditions such as rainfall amounts, temperature, wind speed and direction. Connected to the Laboratory's computer system, the station prepares reports and has been found to be critical when determining beach and shellfish bed closures. The total rainfall measured for FY 2006-2007 by the weather station was 40.61 inches, a measurement of 30% less than last year's total.

## **DIVISION OF FAMILY HEALTH**

**[Deborah C. Travers, Director]**

The Division of Family Health has two major components: the Adult and Maternal and Child Health Program. It also provides general oversight to the Dental Health Program. The Family Health program focuses upon health promotion and disease prevention in order to maintain and improve the health status of Greenwich residents. The services of this Division are provided to enable individuals to achieve and maintain optimum physical, emotional and social health. Components of all program areas include preventive health care sessions, early identification of health problems through screenings, health maintenance, health education, home visits, consultation and communication with the medical and social service community.

### **Adult, Maternal and Child Health Program (MCH)**

The programs of the Family Health Division encompass several components: 1) Home Health Maintenance Program, which provides nursing care to homebound, frail or chronically ill residents whose care is not covered by insurance or other health care providers; 2) Senior Health Program, which provides health monitoring, preventive care and anticipatory guidance to ambulatory elderly in various clinical settings; 3) Tuberculosis Prevention and Control Program, which coordinates and monitors the health care of residents infected with tuberculosis; 4) Infection Control Program, which oversees the implementation of the OSHA Bloodborne

Pathogen Standards and provides epidemiologic and surveillance support when a disease outbreak is suspected; 5) Immunization Program, which provides residents and employees with vaccination services; 6) Maternal and Child Health Program, which provides preventive health assessments, immunizations and anticipatory guidance to uninsured or underserved families; and 7) Daycare Licensing Program, which, in conjunction with the Division of Environmental Services, inspects daycare, preschool and after school facilities for licensure, the enforcement of State regulations and complaint investigation. MCH staff also provides consultation and health education on related health policy development and implementation.

The Adult, Maternal and Child Health staff continues to provide much needed, high quality preventive health services to children, families and elderly residents. In addition to nursing and health education services provided through Well Child Clinics, expectant and new parent home visits, the Senior Home Health Maintenance program, the Infection and Tuberculosis Control programs and immunization administration to adults and children are major activities of this Division. In addition to vaccines provided through the Well Child Clinic, immunizations and tuberculin skin tests were administered to almost five hundred (500) Greenwich residents. Due to an effective health education effort, an additional one hundred (100) at-risk elderly residents were immunized against pneumococcal pneumonia this year. Although ample vaccine was manufactured nationwide, there were delays in shipments throughout the U.S. In spite of a slightly later launch of Townwide influenza clinics, approximately two thousand eight hundred (2,800) residents were vaccinated successfully. With the assistance of the Department of Health staff, members of the Board of Health and volunteers, the influenza clinics were a success. Staff nurses also conducted flu and pneumonia clinics at numerous residential facilities and daycare facilities, small venues and visited frail or elderly residents who were unable to leave their homes. Over one thousand two hundred (1,200) hypertension screenings, education and referrals were also provided by the nursing staff at the Department and six (6) senior health clinic sites.

### **Dental Health Program**

Implemented by a staff of two (2) registered public health dental hygienists, the office of the Dental Health Program applies the principles and practices of preventive dentistry through a comprehensive oral health program of services to children, adolescents, adults and senior citizens. The program consists of four initiatives: the School Dental Health Programs, Community Based Preschool and Head Start Programs; the Maternal and Child Health Clinic and the Adult Health "Caring In The Community" Program, which encompasses health fairs, wellness forums and programs for residents, Town of Greenwich employees and community corporations. Working collaboratively with the professional dental community, the Dental Center of Stamford and the Greenwich Hospital Dental Clinic, the program strives to prevent oral disease in persons of all ages and identifies those who do not appear to have sufficient access to quality oral health care.

The major program goal of preventing oral disease is directed mainly to children in the public school system. The School Dental Health Program includes three (3) elementary school based preschools, (11) elementary schools and three (3) middle schools. Despite dramatic successes in the reduction of caries in children over the past twenty years, oral diseases still appear in young children. Through the Department's public health dental hygienists program objectives are implemented by providing dental screenings for early detection and periodic assessment of oral health problems and conducting educational sessions to stress the importance of preventive health care measures. This year, a total of two hundred twenty-one (221) educational sessions were taught in kindergarten through fifth grade classes and five thousand nine hundred twenty-five (5,925) of the six thousand fifty-eight (6,058) eligible students received dental screenings. Of those examined, one thousand twenty (1,020) or 17% were found to be in need of dental care and were referred to a dentist for follow-up. In the end, a total of three hundred fifty-two (352) or 35% of the students visited a dentist. The dental hygienists also began screening seventh grade students in all three middle schools this year.

As an ongoing objective, the dental program strives to provide oral health screening to ninety percent (90%) of the children entering school for the first time. This year, seven hundred eighteen (718) entrant forms were

distributed and four hundred twenty-nine (429) or sixty percent (60%) were returned, indicating the number of students who had received dental exams.

Fluoride has long been recognized as the most effective, economical and practical preventive measure for dental caries (cavity) control. Despite scientific facts, there is a perception that fluoride supplements are not necessary due to the presence of fluoride in toothpaste and water. In Connecticut over 87% of the state's population receive some level of fluoride in their drinking water from public water systems. However, the remainder of the population is served by private wells. The level of fluoride in this water system is generally not known without testing; however, measurable levels are infrequent unless natural pockets of fluoride are identified. As many as seven thousand (7,000) Greenwich residences utilize private wells for their water supply with generally no fluoride or scarce trace amounts. In addition, bottle water is fluoride-free and toothpaste provides minimal fluoride amounts. The weekly fluoride rinse initiative is offered to students in first through fifth grades in all eleven (11) elementary schools. Of the three thousand four hundred thirty-five (3,435) eligible students, two thousand eight hundred thirty-two (2,832) children participated or eighty-three percent (83%). Overall, the program participation rate was up three percent (3%) – the highest participation rate ever for the program.

This year, success toward providing access to needed oral health care was achieved through the staff's outstanding effort in guiding families through the HUSKY application process. Recognizing that dental problems is one of the main causes attributed to absenteeism in school, the dental hygienists worked collaboratively with the staff in the dental clinic to ensure prompt appointments and follow-up care. Continuing to work with the Access to Care Committee also assisted with identifying needed resources.

In addition to the public school curriculum, eleven (11) pre-school programs were serviced with a total of three hundred thirteen (313) exams conducted and forty-six (46) educational classes taught. Assistance was given to two (2) Head Start programs so that compliance performance standards could be met for Federal funding. With 100% participation, forty (40) children were examined. Dental services were also coordinated for ten (10) referrals and all received dental treatment. Lastly, the program served over five hundred (500) seniors through community outreach efforts.

In addition, a seminar about HUSKY insurance and access to dental care was offered to Head Start and Armstrong Court parents. This year, eleven (11) children were examined as part of the Department's comprehensive Well Child Clinic. Notably, seven (7) children or 64% required dental care. Both the Dental Hygienists and the Clinic's Nurse Practitioner collaborated on referrals and follow-up.

Finally, the Division of Family Health and the Dental Health Program turned its efforts toward community outreach. Public health nurses and dental hygienists participated in numerous health fairs. Nurses provided consultation and infection control in-service training at assisted living and senior residences. A training course on Medication Administration was also offered to preschool and early childhood teachers. Dental hygienists assisted the State with an oral health screening survey, "*Every Smile Counts*", which was designed to determine a baseline of oral health status for children in Connecticut. Two elementary schools, New Lebanon and Cos Cob, were chosen for this endeavor. Another state run program, "*Give Every Child a Smile*," also rendered referrals to two local dentists who agreed to treat ten (10) children in need with severe dental conditions.

Caroline Calderone Baisley, MPH, RS  
Director of Health

**THE NATHANIEL WITHERELL**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	227	228	223
Expenditures:			
Current	\$15,989,998	\$15,407,416	\$14,076,042
Capital	\$664,494	\$229,414	\$93,822
<b>Total:</b>	<b><u>\$16,654,492</u></b>	<b><u>\$15,636,830</u></b>	<b><u>\$14,169,864</u></b>
Revenue:	\$19,524,029	\$18,354,989	\$17,604,045

The Nathaniel Witherell is a municipal not-for-profit, 202-bed rehabilitation and skilled nursing center. Nathaniel Witherell offers Rehabilitation and Skilled Nursing care, with priority given to the residents of the Town of Greenwich on a 24-acre campus is located on Parsonage Road in mid-country Greenwich. The organization utilizes a Person-Centered Care philosophy in all it does. This philosophy has the following components as its foundation: 1) Building Relationships 2) Maximizing Choice 3) Helping its residents achieve personal goals 4) Celebrating Life-Cycle events 5) Maintaining relationships to the external community 6) Transition support into the Witherell community 7) Collaboration with the entire Witherell team. Witherell is committed to providing the highest Quality of Life possible for each patient and resident based on their individual needs in the areas of nursing, medical care, rehabilitation, social work, dining services, pastoral care and therapeutic recreation. TNW has supporting staff in areas of Engineering, Housekeeping, Laundry, Finance, Admissions and Administration, all of whom are equal and vital members of the total Witherell Care Team. Rounding out the Team are a Medical Staff, a 170 person Volunteers corps and a Family Council that represent the families of our residents and who are committed to enhancing our residents' Quality of Life. Nathaniel Witherell delivers customized care specific to each resident's needs. Whether a resident's stay is Short-Term or Long-Term, care is promoted through the writing of a Team Care Plan, written by a wide variety of clinicians, in areas that include but are not limited to the following:

- Rehabilitation – Orthopedic, Neurological, Cardiac and Medically Compromised
- Wound Management
- Pain Management
- IV Therapy
- Renal Therapy
- Enteral Feeding
- Coma Care
- Hospice
- End of Life Care
- Tracheotomy Care

The Nathaniel Witherell is governed by a nine-member Board of Directors with each director elected to a three-year term of office. The members of the governing body are:

- David Ormsby, Chairman
- Christopher Ann Thurlow, Vice Chairman
- David Ayres
- Thomas Saccardi
- Lloyd Bankson
- Paul Toretta
- Patricia Burns
- Frank Scarpa, MD



## TNW TRI-ANNUAL VOLUME STATISTICS

	<u>2006-2007</u>	<u>2005-2006</u>	<u>2004-2005</u>
Admissions	283	160	160
Discharges	258	169	162
Occupancy Rate	93.7%	95%	95.5%
Patient Days	69098	70334	70412
Revenue	\$ 19.5 million	\$18.4 million	\$17.6 million

<u>Source of Admission</u>	<u>2006-2007</u>	<u>2005-2006</u>	<u>2004-2005</u>
Greenwich Hospital	225	123	125
Other Hospitals	26	18	13
Skilled Nursing Facilities	13	4	9
Assisted Living Facilities	5	6	2
Home	14	9	11
<b>Total Admissions</b>	<b><u>283</u></b>	<b><u>160</u></b>	<b><u>160</u></b>

## MAJOR ACCOMPLISHMENTS AND ACTIVITIES

- Rehabilitation and Short-term admissions grew at TNW by 87%. This year 85% of the 283 admissions to Witherell were for Short-Term care.
- The increase in Short-Term Rehab resulted in an increase of our Medicare census, which has now reached 14% of total volume.
- The annual State Survey was again very successful scoring better than the state average in deficiencies. TNW's Medicare Qualidigm results continue to far exceed State and Federal averages with Witherell scoring better than the state and federal results in 31 of 36 categories.
- Financially, Witherell had a double successful year: TNW was 49.4% better than budget and experienced the best results in the last six years with an operating loss of only approximately a half-million dollars which includes all Town allocated costs.
- The RTM voted by OVERWHELMING plurality (90%) that Witherell remain a Town department
- The RTM voted by OVERWHELMING plurality (89%) to approve and fund the Witherell building project entitled Project Renew Witherell
- Witherell recruited members to the Management Team in the following areas:
  - Admissions
  - Rehabilitation
  - Social Work
  - Volunteers
  - Development
- The Town of Greenwich formed a Town Building Committee whose responsibility is to build the Renewed Witherell budgeted at \$36.883 million. This is a possible combination of new construction, renovation, cosmetic upgrades and possible demolition. PROJECT RENEW WITHERELL creates a physical plant that will support a Witherell Business Plan currently being updated. The previous 190-

- bed replacement building application has been sunset. Town and State approval are forthcoming.
- A 501 (C) 3 approval by the IRS to create “The Friends of Nathaniel Witherell”. This creates a Development/Fund Raising program here at TNW working on activities that will be used to help partially fund PROJECT RENEW WITHERELL.
  - There have been several changes at the Board level. In addition to a new Chairman and Vice-Chairman, there are three new Board members with only one vacancy remaining.
  - Finally, the net revenue for TNW for Fiscal Year 05/06 of \$ 19,524,029 is the highest in the facilities 103-year history.

William Kowalewski  
Executive Director

## DEPARTMENT OF SOCIAL SERVICES

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	70	71	71
Expenditures:			
Current	\$3,029,369	\$3,026,776	\$3,060,906
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$3,029,369</u></b>	<b><u>\$3,026,776</u></b>	<b><u>\$3,060,906</u></b>
Revenue:	\$28,092	\$14,823	\$92,716

*Note:* 1. Of 70 budgeted positions in '06-'07, 55 were filled (30 f/t and 25 p/t, seasonal, and temporary). The total expenditures include \$400,000 to external entities. The Department's expenditures amounted to 2,629,369, a reduction by 397,407 from last fiscal year. Change in revenue is due to the Board of Social Services decision in '05-'06 to transfer Southwestern Connecticut Agency on Aging clients to local agencies that provide similar services, the ending of services to full fee clients, and the discontinuance of the Homemaker Block Grant.

### Statement of Department Mission, Goals, and Target Population

**Mission:** To protect and promote the welfare of the most vulnerable individuals in the community, through support and services of the highest quality, which maximize competency, independence, and quality of life.

**Goals:** To provide for basic human needs; maintain the integrity of families; strengthen residents' self-reliance and self-sufficiency; and promote positive social development and emotional adjustment for residents unable to access these services elsewhere.

**Target Population:** Greenwich's economically-disadvantaged residents; children and youth at risk of poor social or emotional adjustment; residents with confusion, dementia, and other declining abilities due to age and health conditions; those with intellectual disabilities and chronic mental illness; and those of limited income with physical and medical needs whose needs are not fully met by other agencies.

The Department is assisted and overseen by the seven-member, policy-making **Board of Social Services**. Board members serve three-year terms. Officers this year were led by Chairpersons: Dr. Russell Turk (7/06-3/07), Mrs. Kimberly Terrenoire (4/06-6/-7), Vice-Chairman, Mrs. Kimberly Terrenoire (7/06-3/07) Mr. Steve Maxwell (4/07-6/07), Secretary, Mrs. Diane Chiappetta-Fox. Other members include Ms. Shirley Jankowitz, Mrs. Mary Huyck, and Dr. Victoria deBary.

### Key Department Operational Activities in '06-07

- **General Restructuring of GDSS.** The Department of Social Services was restructured based on the recommendations by Brody, Weiser, & Burns. We organized casework functions into three teams based primarily on age population: Children, Youth & Family Team, Adult & Special Programs Team, and Senior Team. Homemaker Division remains separate. However, caseworkers for homemaker clients were removed from this unit and placed in the senior team, thus they are better utilized across the department. Accountability was a major focus, leading to implementation of monthly statistical requirements of direct service providers. The Intake system was streamlined, allowing for cross-training of caseworkers, greater assessment of need, and increased response to service delivery. This restructuring has led to an improved climate, and better communication within the department.

## Key Services to the Community in '06-07

Greenwich Department of Social Services offers the only single point of entry for general case management services to individuals and families who present with multiple complex needs, and have little means to address them economically, and/or emotionally. The Department's services are considered those of last resort after all efforts are made to locate services in the community. Those clients who are able to pay are referred to the appropriate agencies.

GDSS provided services to 2,170 unduplicated households during this fiscal year. Services included, casework, advocacy, and counseling around entitlement programs for children, youth, families, seniors, and the chronically mentally ill, and homemaker services to seniors and the disabled. Client profiles are depicted below.

### Client Profile by Sex

Gender	Clients	%
Male	610	28.11%
Female	1,560	71.89%
<b>Total</b>	<b>2,170</b>	<b>100%</b>

### Client Profile by Age

Age	Clients	%
0-17	216	9.96%
18-45	756	34.84%
46-64	497	22.90%
65 & Over	701	32.30%
<b>Total</b>	<b>2,170</b>	<b>100%</b>

### Client Profile by Race

Race	Clients	%
African American	135	6.22%
Asian	44	2.03%
Caucasian	825	38.02%
Hispanic/Latino	558	25.71%
Other	106	4.88%
Unknown	482	22.21%
West Indian	20	.92%
<b>Total</b>	<b>2170</b>	<b>100%</b>

- General Casework & Case Management for Children, Youth & Family:** The Children, Youth, and Family team provides casework and case management services to children and families in the 0-64 year old category. This team also coordinates with other departments around evictions and condemnations. Additionally, the team oversees two programs geared to Greenwich youth, The Greenwich Youth Conservation Project (GYCP), and the Byram Archibald Neighborhood Center (BANC) After-School Program.

In FY 06-07, the average monthly caseload for the Children & Family Team was 424 families. The average unduplicated number of families served per month was 301. The top five requests for service were: assistance with energy bills, food acquisition & referrals to Neighbor to Neighbor, assistance with medical/health related problems; assistance with state entitlement programs; and financial assistance. The team worked to find alternative housing for 9 families faced with condemnations, and 19 families who were evicted.

- **Youth Programs:** The **Byram Archibald Neighborhood Center (BANC)**, an after school program for children in kindergarten – 8<sup>th</sup> grade, serviced 43 children during FY '06-07. The **Greenwich Youth Conservation Project**, summer socialization, educational, and employment program for 14 and 15 year-olds served 72 teenagers.
- **General Casework & Case Management for Adults & Special Programs:** The Adult and Special Programs Team offer casework and case-management services to individuals between the ages of 21-65. The team also offers on-going support services to over 100 individuals who have psychiatric disabilities to help them remain living independently in the community. The team's monthly caseload averaged 205 unduplicated clients. Staff made over 49 monthly home visits. The greatest need was counseling, followed by assistance with money management, entitlements, and requests for assistance with medical issues (i.e., linking to care, coordinating services, etc).
- **General Casework & Case Management & Protective Services for the Elderly:** Services to 65 & over population. In FY 2006-07, the Senior Services Team average monthly caseload was 254. Over 211 clients on the caseload were served each month with caseworkers making an average of 88 home visits each month. The most used services were: Medical and Health concerns, followed by case management for clients receiving Homemaker Services. Counseling and/or issues relating to mental health were third, followed by financial assistance. Other issues of focus were: housing needs, pharmaceutical coverage, local state and federal benefits, transportation, and future planning for elderly relatives. Another major focus of the Senior Services Team is Protective Services. This is service to individuals who are at risk of physical harm or emotional abuse, financial exploitation or serious self-neglect. There were 30 (unduplicated) protective services clients opened during the fiscal year. Of those, 12 remain opened.
- **Escorted Transportation and Errand Service:** The Department provides escorted transportation for medical appointments, prescription delivery, shopping, and other clients' needs. These clients are primarily seniors and the mentally ill. Case Aides provided services to an average of 389 clients per month.
- **Elderly /Disabled Renter's Program and Energy Assistance Program.** In the Renters Rebate program servicing clients age 65 and over and disabled adults, there were 350 applications granted. The average grant was \$480. A total of \$168,286 was awarded to residents. In the energy assistance program, 356 households submitted applications of which 284 (80%) were granted for a total of \$133,790.
- **Operation Fuel:** Operation Fuel is a privately funded fuel bank providing financial assistance to eligible low-income families. GDSS administers the program and the United Way of Greenwich acts as fiduciary. In FY2006-'07 Operation Fuel provided \$11,000 to 48 households experiencing fuel or utility emergencies.
- **Homemaker Services:** The Greenwich Homemaker Service provides light housekeeping, laundry, meal preparation, and with a doctors authorization bath assistance to clients unable to manage these tasks themselves due to frailty or illness. In FY'06-'07, the Greenwich Homemaker Service provided 12,769 hours of in-home services to 144 unduplicated cases.
- **Town Financial Aid:** The Department disbursed \$187,878 to 339 Greenwich households to prevent evictions and utility shut offs, assist with health emergencies, supply services and devices needed to keep seniors safely in their homes, and assist with emergency bills for individuals who suffered a loss of income.
- **Community Gifts Program:** The Department, through the Town and private sector collaboration distributed toys, food, cash, clothing and shoes, to Greenwich families in need. This is accomplished through several programs: the **Holiday Aid Program** provided for 792 eligible households (2343 individuals) during the Thanksgiving and December Holidays; The **Campership Program** provided partial

and full scholarships to summer camps for 231 children ages three to fourteen, and 27 seniors, totaling 258 campers. The **Boots and Shoes Program** provided families with vouchers toward back-to-school footwear for 263 children, ages five to fifteen. The **Salvation Army Emergency Aid Program** also provides assistance to GDSS clients who meet the army's criteria.

- **Food Insufficiency:** GDSS screens and refers clients to Greenwich's food and clothing bank, Neighbor to Neighbor. This year, an average of 264 households received food each month.
- **Friendly Visitor Program:** The Friendly Visitor Program, outsourced to the Family Centers, Inc. in January 2005, is in the third year of a 3-year grant award ending December 31, 2008. The grant award of \$36,000 per year allows for program match for isolated homebound seniors.

#### **Department Accomplishments in '06-07**

- **EVOLV-CS Implementation.** GDSS began the EVOLV-CS implementation process. The initial data conversion between the old and new systems has already taken place. The Department leaders participated in a 3-day training on the new system, and are awaiting the hiring of a Systems Manager to oversee the system.
- **Measurement of Service Outputs.** As part of the move toward outcome-based measures, the Department instituted a client satisfaction survey that will be administered annually to assess needs and measure service delivery and impact. Additionally the Department has instituted statistical measures quantifying service delivery.
- **Grant funding to External Entities.** The Board of Social Services devoted considerable effort to develop guidelines on how to evaluate and distribute funds to community organizations that receive Town funds through the Department of Social Services.
- **GDSS Compliance with State Uniform Relocation Assistance Act.** As the Town pursues and rectifies complaints of illegal housing, GDSS has taken steps toward developing the department's program of Relocation Advisory Assistance, by meeting with representatives from the Building Department, and identifying a relocation Specialist within the Department.
- **External Collaborations.** The Department its collaborative relationships with many of the community service providers. The Commissioner and Deputy Commissioner sit on various Board and Committees.

#### **Special Project Plans for 2007-2008**

- **GDSS will work in conjunction with the Town residents, Town Department and local agencies to assess the service needs of the community.** The Department will have an ongoing review of existing programs to determine which services and programs the Department should be offering and the direction in which the Department should be moving.
- **EVOLV-CS System.** The Department will use data derived from the new EVOLV-CS system to assist in service analysis, assessing the cost of delivering programs and services, as well as measuring their effectiveness and efficiency.
- **Departmental Policy & Procedure Manual.** To create uniformity, and to establish best practices, the Department will continue to review and develop policies in delivering services to town residents.
- **Monitoring External Organizations being Funded.** GDSS will refine the plan to monitor and assess external entities being funded through the Department.

Victoria A. Anyikwa, Ph.D, MSW  
Commissioner of Social Services  
Greenwich Department of Social Services

**BOARD OF EDUCATION  
NOT AVAILABLE AT TIME OF PRINTING**

## GREENWICH LIBRARY

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
	66	66	67
Budgeted Personnel:			
Expenditures:			
Current	\$7,614,187	\$7,263,907	\$7,005,793
Capital	\$540,692	\$139,657	\$26,334
<b>Total:</b>	<b><u>\$8,154,879</u></b>	<b><u>\$7,403,564</u></b>	<b><u>\$7,032,127</u></b>
Revenue:	\$1,403,996	\$1,428,715	\$1,378,918

Greenwich Library consists of the Main Library in central Greenwich, and the Byram Shubert and the Cos Cob branches. The book van delivery service continues to grow in importance; it serves older adults at housing complexes and senior residences.

The Town of Greenwich funds our annual operating and maintenance budget. The Trustees Development Office raises private monies for new capital projects and to incubate new programs. It has just completed a successful capital fund drive for the Byram Shubert Library branch building expansion project. Membership contributions to the Friends of the Greenwich Library fund programs and other service initiatives.

The Clementine L. Peterson Foundation was established under the will of Clementine L. Peterson. Foundation trustees, as distinguished from the Greenwich Library Board of Trustees, govern it. Mrs. Peterson's bequest enabled the construction of the 32,000 square foot Peterson Wing, and annual interest from the funds are used for maintenance, operation, and staffing for the area as well as for enhancing business and music materials and services.

### **Mission and Vision**

The mission of the Library is to provide free and convenient access to information and to promote the love of reading and research, the joy of lifelong learning, and engagement with the arts, sciences and humanities. The vision of the Library is to provide the community with superior library services, to serve as the cultural and intellectual crossroads of Greenwich and to be a leader among public libraries.

### **Expanded Library Hours and Services**

Thanks to additional Town funding, the Byram Shubert Library is now open 6 days a week, including Fridays. Cos Cob is also now open 6 days per week, adding service on Mondays and offering evening hours for the first time. In addition, the Greenwich Library initiated summer Sunday hours beginning July 2, 2006. Now the Library is open Sunday afternoons all year long. These additional 36 hours of service resulted in circulation of 10,863 items and 6,352 patron visits.

The Library had an all-time high of 471,757 virtual visits to its Website, an increase of more than 67,000 visits from the previous year. The Library Website was updated to better comply with current access and design standards, and the events calendar software was used to provide RSS feeds for Library programs. The Children's pages were also redesigned and launched along with "Kids Online", a graphical and fun-to-use catalogue portal geared towards children. Links for the many databases subscribed to by the Library were compiled into a database of their own, allowing for easier searching and browsing of database offerings.

In-person visits totaled 674,793. Materials circulation for the Library without Byram was 1,417,565,



up 7.4% from the previous year.

### **Training and the Technology Training Center**

The Technology Training Center, located on the lower level of the Library adjacent to the Café was completed in May. Funded with monies raised from the 2004-2005 Annual Appeal and the Town of Greenwich, the facility allows for group instruction of up to eighteen people. It offers wide-ranging programs to the public including weekly “Databases@ Your Library” workshops that profile some of the 89 commercial databases to which the Library subscribes. The Rosetta Stone, a language-learning database, was added this year and has been enormously popular.

In addition to our databases, regular training is also offered to the public on PC basics; email access; best ways to navigate the library’s website; how to download audio books and e-books; and ways to retrieve magazine articles from your home or office. Special workshops have focused on genealogy, business, health, and art. Up to 14 classes a month are offered in the Center.

Three staff members are pursuing a Masters Degree in Library Science thanks to tuition support provided by the Friends of the Library.

### **Activities and events for all interests and ages**

Educational, cultural, and recreational programming drew 45,838 participants to events ranging from an “American Girl Tea Party” hosted by the Cos Cob Friends to crossword puzzle solving workshops, martial arts performances, “Lapsits” in the Children’s Room, truffle making tips for teens, an exploration of the Beat Generation literary figures, and classical children’s theatre. Greenwich author Roy Rowan spoke about his new baseball story “Throwing Bullets”; former Hewlett Packard CEO Carly Fiorina discussed her tumultuous rise and fall; and Pulitzer Prize winner W.D. Snodgrass read his poetry.

Best-selling author Walter Isaacson spoke about his new biography of Albert Einstein on the Sunday it hit number one on the New York Times bestseller list. Susan Cheever and James A. Baker III came to talk about their new autobiographies. More than fifty guest authors made appearances at Greenwich and Cos Cob. Series programs drew patrons with special interests: the Foreign Affairs Book Club, Friends Selective Eye Book Discussions, Classic and Cult TV, Mortimer Frank’s Toscanini Talks, and Bob Smith’s forays into Shakespearean masterpieces were some of the more popular. The Health Information Center partnered with Greenwich Hospital, the Commission on Aging, and the Greenwich Health Department to bring informational programs on a wide variety of health and wellness subjects.

The popular Peterson Business Program Series offered advice from experts on probate, retirement planning, job search techniques, and stock and bond mutual funds. The YWCA joined the library as co-sponsor of another informative series, “Best Practices for Women Leaders.”

The Peterson and Cole music series presented contemporary, classical, and family entertainers including singer/songwriter Susan Werner, jazz artist Monty Alexander, pianist Inon Barnatan, and the New England Percussion Ensemble.

Children’s Room staff hosted a weekly variety of special events such as the “Snowmaiden” marionette show in the Cole, which attracted almost 300 people. “Get a Clue @ Your Library” was the theme for Summer Reading at all three libraries. “Magical Moments” the summer reading kick off event had 152 children and families in the audience.

By far the most heavily attended events in the past several years have been the Byram Shubert Library Friends

media and book sales. Two were held last year and their success allowed the Friends group to make a significant pledge to the campaign for Byram Shubert Library expansion and renovation.

All Library and community sponsored events are publicized in the electronic events calendar. Patrons can register online for email notification and browse the site to learn about the content of past and repeat program series. *Keep Posted*, the Library's newsletter, won top honors again in the Connecticut Library Association's annual print publicity competition.

### **Byram Shubert and Cos Cob branches**

The expansion and renovation of the Byram Shubert Library is well underway. Branch library services are temporarily housed at the community building of St. Paul Lutheran Evangelical Church adjacent to the library grounds. Concerted efforts are being made to keep the community apprised of progress as this project proceeds from conception to completion.

The Byram Friends first event in the new temporary home was the festive annual community tree-lighting and sing-along. Children's programs were scheduled monthly at the Byram Archibald Neighborhood once the move was complete. Byram Friends gathered book and media donations from all over the community throughout the year for their book sales; in May, the Byram Friends hosted a 75<sup>th</sup> Byram Shubert Library anniversary event that included family entertainment and a neighborhood "search" for earlier library sites that date back to the 1930s.

Cos Cob Library mounted rotating exhibits of community artists, both children and adults. As part of Cos Cob's Summer Reading Program, the Friends invited the Children's Museum of Connecticut to give a hands-on presentation called Crime Lab. In May, adults were treated to stand-up humor from local comedienne Jane Condon. Jim Napolitano of Nappy's Puppets made a return engagement performing shadow puppetry that consistently fascinates both young and old.

### **Greenwich Library Friends Year**

The Flinn Gallery mounted six intriguing exhibits ranging from the multi media show "Birds," a sculpture installation by Greenwich artist Robert Perless, to a selected members exhibition by the Art Students League of New York. Popular Friends Friday Films screened throughout the year. The nationally recognized Oral History Project unveiled its new volunteer-designed website, and the long-awaited illustrated volume "The Bruce Museum: A Century of Change" was released to much acclaim. Membership contributions made it possible for the Friends to make a generous gift to the Capital Campaign for the Byram Library. The Library's extended family consists of full and part-time staff plus volunteers who serve important roles as members of the Board of Trustees and Friends boards. All merit recognition for their accomplishments during the challenging, rewarding, and highly productive past year.

Mario M. Gonzalez  
Director

## PERROT MEMORIAL LIBRARY

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	44	44	44
Expenditures:			
Current	\$1,401,006	\$1,311,119	\$1,244,274
Capital	\$0	\$31,000	\$0
<b>Total:</b>	<b><u>\$1,401,006</u></b>	<b><u>\$1,342,119</u></b>	<b><u>\$1,244,274</u></b>
Revenue:	\$17,735	\$19,246	\$14,025

### LIBRARY SERVICES

The past year was a remarkable one in the 102 year history of Perrot Memorial Library. 2006-2007 was the year that Perrot Library transformed itself into a modern 21st century library by completing our Technology Infrastructure upgrade. We are "State of the Art" with high speed broad band Internet access, a commercial grade wireless network, new public use computer equipment, and enhancements to our web site including a "blogspot" to publicize Library events, feature new additions to the collection, and provide a means for social interaction with our patrons in an online environment.

### LIBRARY STAFF

The Highlight of the Year was the recognition and accolades for Kate McClelland, our Assistant Director and Head of Youth Services, as a recipient of a New York Times Outstanding Librarian Award for 2006. Kate has infused a love of reading and learning in generations of young readers and inspired many people on her illustrious career. We have been blessed by her wit, wisdom and extraordinary intelligence and talents.

### LIBRARY STATISTIC

Library Visits:	186,310
Items Borrowed	239,323
Days Open:	336
Reference Questions:	21,015
Public Internet Use:	20,184
Program Attendance:	10,811
Items in the Collection:	
Adult Books:	25,548
Children's Books:	31,025
Music CDs:	2,006
DVDs and Videos:	4,928
Periodical subscriptions:	119
Serial volumes (back issues):	1,962

Kevin McCarthy  
Library Director

Stephen Boies  
Library Board President

## BRUCE MUSEUM

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	0	0	0
Expenditures:			
Current	\$0	\$0	\$0
Capital	\$0	\$0	\$0
<b>Total:</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
Revenue:	\$0	\$0	\$0

Once again the Bruce Museum had a banner year of critically acclaimed exhibitions and outstanding educational programs. It was also a year of many firsts. Highlights of the dozen shows offered this year included the monographic exhibition, *Jan van der Heyden (1637 – 1712)*, the first show ever in this country of the founder of naturalistic cityscape painting, architectural *capricci*, and an enterprising inventor who perfected both the fire hose and the street lamp. The show not only assembled masterpieces by the artist from throughout the United States and Europe, proudly presenting pictures side by side from such august institutions as the Louvre and the Uffizi, but also was the first show at the Bruce to receive Federal Indemnity (a form of national insurance awarded by the National Endowment for the Arts). This award constitutes national recognition of the significance of the Museum’s new exhibition program. From the Bruce, the show traveled for the first time to the Rijksmuseum in Amsterdam, the preeminent museum of Dutch art in the world, where it was seen by more than 300,000 visitors.

*Van der Heyden* was followed by a very thoughtful show of American painting entitled *Painterly Controversy: William Merritt Chase and Robert Henri*, which explored a fascinating debate that erupted between two of the leading painters in this country at the turn of the last century. The very future of American painting seemed to hang in the balance as these two gifted educators disputed the future course of art at Chase’s Academy in New York City. The show examined their differences with carefully selected pairings of pictures, often of the same subject, by the two men, revealing their opposing approaches to style and content. It also displayed works by their students, including Edward Hopper, Georgia O’Keeffe, Stuart Davis, and Rockwell Kent, and traced the different legacies of their respective mentors.

Finally, in the spring we opened a very popular exhibition, *Fakes and Forgeries: The Art of Deception*, which assembled a rogue’s gallery of misrepresentation from all periods and styles. The show and its catalogue discussed methods of detection, from traditional connoisseurship to scientific analysis, and offered profiles of some of the most famous forgers of all time. The exhibition garnered national and even international attention, with one New York newspaper with a special penchant for alliteration hailing it as “a feast of malfeasance”, while catalogue orders poured in from far and wide. Like the *Van der Heyden* show, it was generously underwritten by LexisNexis, the largest on-line provider of legal documents; in addition to the usual complement of lectures by specialists and educational programs we added for the first time an accredited Continuing Legal Education symposium for lawyers on art fraud and forgery that proved to be so popular that it was oversubscribed.

Among our smaller shows were such handsome offerings as *In Response to Place: Photographs from the Nature Conservancy’s Last Great Places*, a show of twentieth century toys called *Zip, Bop and Whir*, which appealed to children and adults alike, and *Black and White since 1960*, the second show of prints from the incomparable collection of Dave and Reba Williams. The last mentioned explored the fact that, despite the advent of new color printing techniques in the second half of the twentieth century, artists continued to explore the expressive possibilities of black and white prints.

It is a testament to the growing strengths of our own permanent collection that we featured four shows drawn from our own holdings this past year, including a beautiful and elegantly installed exhibition of *Native American Baskets*, as well as *Jazz Photos* and *New Acquisitions of Photography*. Our photography collection is the fastest growing of all the Bruce's collections, thanks to the generosity of a consortium of collectors who have favored us with year-end gifts in recent years. The exhibition *Flora and Fauna: Themes and Symbols in the Decorative Arts of China* also drew heavily upon our own holdings, notably of Chinese robes and decorative art objects, but also benefited from loans from several very distinguished local collections of Chinese antiquities. Finally, proof of the Bruce Museum's enduring longevity as it stands poised for its Centennial in 2008 was a show celebrating our last 100 years on the occasion of the publication of the Greenwich's Library's oral history of the Museum.

Our five full time educators and docents taught approximately 10,000 visitors, including school students, adult tour groups, and Neighborhood Collaborative participants. An additional 8,000 students are taught through the outreach of the new "green" Brucemobile, which uses hybrid energy-saving technology. The Neighborhood Collaborative remains a mainstay of the department's activities, reaching 500 pre-Kindergarten and elementary students with its science programs. We also held after-school programs for the Hand-in Hand Club of Greenwich Middle Schools which pairs special needs students with typical classmates for after-school enrichment related to our permanent science exhibition. Our 65 active docents are the largest and best-educated group ever. This year's training included in-depth sessions both for the docents and staff on special needs audiences presented by ARC of Greenwich as we continue to make the Museum accessible to all. Finally, for our adult audiences, the Monday Lecture Series proved to be very popular, especially the series in connection with the Chase/Henri show, while eight family days were devoted to such diverse topics as dogs, toys, Native Americans, Rocks and Minerals. A highlight of this year's lectures was the Marianne Smith Memorial Lecture by Dr. Mario Livio, on *Symmetry: From Human Perception and Mate Selection to the Laws of Nature*, a fully subscribed science lecture.

Notwithstanding all of this activity, the Bruce once again posted a balanced budget and even enjoyed a modest surplus. Especially successful this year was the Annual Fund and our foremost fundraiser, the Renaissance Ball, which this year took as a theme *Jewels of India*. This also was the Ball's twentieth anniversary, and a highlight of this year's event was the reunion of past Ball chairs, who have worked so tirelessly to make this not only the social event of the summer season in Greenwich, but also a peerless benefit.

An important breakthrough and milestone for our long range plans was the resolution passed by the Representative Town Meeting in May to move the Animal Control Facility to Town-owned property on North Street. This seemingly modest achievement has occupied me for the last half dozen years and challenged others for much longer. Its final resolution is truly a victory both for the animals and the Bruce, since we can now move forward with the renovation and expansion of our facility. "Shelter our Strays" had by the conclusion of our fiscal year raised \$320,000 from 580 contributors to build the new ACF – proof positive of the broad community support that this initiative enjoys. With the move of the "dog pound" we have begun sharing Centerbrook's initial plans for our expansion with community leaders and our legislators and soon will be able to file with the Planning and Zoning Department. We do so on the eve of our Centennial, as we plan for a Campaign to celebrate the Bruce's long-standing commitment to education and outreach for all the citizens of Greenwich and the region.

All these plans have added to the challenges of our many wonderful volunteers, from the Trustees, to the members of the Long Range Planning Committee, under the able leadership of Leah Rukeyser and Susan Mahoney, to the Centennial Campaign Steering Committee. This past year we also have added several senior staff people to strengthen our professional support for these initiatives. Deborah Good has joined us as Director of Strategic Planning and External Affairs and has been reconnoitering the political shoals of Greenwich, Hartford and Washington, seeking public support for our plans. And Rick Larkin has joined us as Director of Development as we build capacity in this crucial Department. Finally, amidst all this planning for the future, we have not neglected the intellectual leadership of the Museum. Professor Kenneth Silver of New York University,

a distinguished modernist who has published widely and organized numerous exhibitions, has joined us as an Adjunct Curator. Ken greatly increases our curatorial horsepower.

Finally, in the past year we added works to the permanent art collection, both through gifts – notably an important Bouguereau painting donated by Steven and Alex Cohen – and through purchases, acquiring at auction a lovely small Peto *Still Life with Candle and Book*. We also were delighted to announce two splendid new promised gifts, a monumental, brightly colored, and joyous Keith Haring sculpture that is nearly fifteen feet in diameter, and an enchanting Martin Johnson Heade panorama with haystacks. Respectively, these two works are the most important single modern and nineteenth century American works that the Museum has ever received. With them we have inaugurated a Centennial Anniversary Campaign to add 100 great works of art to the permanent collection in the year of our celebration. With our popular permanent science collection in place, we hope to build a permanent art collection worthy of this community.

So it is an exciting and challenging time for everyone at the Bruce, but one that will position the institution for the next century, advance our professionalism, and induct the Museum into the international community of its peers.

Peter C. Sutton  
The Susan E. Lynch Executive Director

**DEPARTMENT OF PARKS AND RECREATION  
ADMINISTRATION**

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:			
Full Time	131	132	135
Perm Part Time	23	12	11
Expenditures:			
Current	\$11,959,987	\$11,611,187	\$11,575,270
Capital	\$1,767,000	\$1,018,620	\$1,940,575
<b>Total:</b>	<b><u>\$13,726,987</u></b>	<b><u>\$12,629,807</u></b>	<b><u>\$13,515,845</u></b>
Revenue:	\$5,263,011	\$4,919,444	\$4,802,998

**MISSION STATEMENT**

The Department of Parks and Recreation consists of a team of Recreation Professionals who provide high quality leisure opportunities within a healthy and attractive environment. We foster a sense of community spirit and civic responsibility through the use and preservation of the town's natural resources for the enjoyment of current and future generations.

The Department of Parks and Recreation was established on January 9, 1971, by a home rule amendment approved by the Representative Town Meeting on April 27, 1970. The department, under the direction and control of the First Selectman, is headed by a Director of Parks and Recreation and includes the Division of Recreation, the Division of Parks and Trees, the Division of Marine and Facility Operations, and the Division of the Griffith E. Harris Golf Course.

The primary responsibility of the Department of Parks and Recreation is to provide leadership, planning, and direction in identifying, implementing, and administering the finance, personnel, areas, and facilities that are made available for leisure services. The primary objective of the department, in cooperation with other private and public agencies and departments, is to create wholesome and beneficial use of leisure for all Greenwich residents through recreational opportunities in our parks, programs, and facilities.

**ACCOMPLISHMENTS FOR THE DEPARTMENT OF PARKS AND RECREATION  
FOR THE YEAR 2006-2007**

- Fiscal year 2006-2007 represented another dynamic and challenging year for the Department of Parks and Recreation. Delivering high quality programs and facilities at reasonable price points continue as the fundamental tenets of our service deliverables. Major initiatives include:
- Development of a "Master Plan" for the Griffith E Harris Golf Course
- Installation of an electrical transfer switch at the Griffith E Harris Golf Course, which will enable switching electrical service from CL&P to an emergency generator during power outages. This will allow a steady source of electricity for the pumps in the irrigation system.
- Playground improvements were made at North Street School and the Parkway School
- Two additional artificial turf fields were opened at Greenwich High School bringing the number of artificial turf fields to five.

- The Bendheim Western Greenwich Civic Center was officially opened in March after a \$7.5M renovation.
- The “background screening” program was activated as part of the hiring of volunteer coaches.
- Baseball Infield were reconstructed at Christiano, GHS, Loughlin Avenue, Moretti Fields #1 & #2, New Lebanon, Western Middle School
- Completed Athletic Field Irrigation at Upper & Lower Havemeyer, Loughlin Avenue, Western Middle School
- Organic Turf Management Demonstration Project, North St. School
- Rebuilt warning track, outfield drainage at Tuefel Field
- Babcock Preserve Parking Lot and Entrance Improvement
- New Park Signs / Kiosks installed at Bruce, Babcock, and Pinetum Parks
- Planted 259 Shade and Ornamental Trees
- Implemented GIS based Tree Inventory and work tracking system
- Completed the new construction of the docking systems at Cos Cob Marina. Additional 25 new fingers added. Entire docking system is now in compliance with the Federal standards of the EPA and the CTDEP.
- Completed the installation of a new main water line for the entire eastern end of Byram Park.
- The west parking lot at Byram Park was opened to accommodate the increased demand for winter storage of boats.
- Replaced the entire deck of the M/V Islander II ferryboat.
- Computer network was expanded to include the four marinas.

Joseph A. Siciliano  
Director, Department of Parks and Recreation



## GRIFFITH E. HARRIS GOLF COURSE

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:			
Full Time	9	9	9
Perm Part Time	1	1	1
Expenditures:			
Current	\$1,601,068	\$1,482,762	\$1,440,235
Capital	\$314,855	\$173,992	\$93,000
<b>Total:</b>	<b><u>\$1,915,923</u></b>	<b><u>\$1,656,754</u></b>	<b><u>\$1,533,235</u></b>
Revenue:			
Rounds Played	\$1,799,198 42,448	\$1,626,169 41,558	\$1,587,103 43,794

### [Dave D'Andrea, Operations Manager]

1. We are now in the second year of our automated tee time reservation system. We included a question as to the satisfaction with the system in our annual questionnaire to the golfers. The response was overwhelmingly positive.
2. We are continuing to clear woodlands following the USGA Report, which is done each year.
3. A Master Plan for the course was developed this year by a noted golf course architect firm (The RBA Group), which covered all aspects of the course itself along with recommended improvements, which were prioritized. A number of the improvements were also completed during the year with the most notable being the reshaping and renovation of the 16<sup>th</sup> green, its bunkers and the area surrounding the green.
4. Attention to pace-of-play continues so as to make playing golf here an enjoyable experience for all. A new procedure was implemented this year, which improved the pace-of-play by 15 minutes per round.
5. The men's medal play Town Championship was very successful with even more participation than last year. The women's and junior's Town Championships were very exciting.
6. The new Golf Center building is being planned and designed by the Building Construction and Maintenance Department and hopefully construction will begin in the spring of 2008.
7. A major need was addressed this year with the installation of a generator hook-up switch at our pump house building. This will allow a generator to be quickly connected so as to keep the pumps that irrigate the golf course working during power outages.

David D'Andrea  
Golf Course Operations Manager

## MARINE & FACILITY OPERATIONS DIVISION

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:			
Full Time	20	20	20
Perm Part Time	5	1	1
Expenditures:			
Current	\$2,092,832	\$2,120,447	\$2,069,120
Capital	\$234,000	\$413,083	\$1,334,080
<b>Total:</b>	<b><u>\$2,326,832</u></b>	<b><u>\$2,533,530</u></b>	<b><u>\$3,403,200</u></b>
Revenue:	\$1,989,516	\$1,891,983	\$1,860,772

The Marine and Facility Operations Division of the Department of Parks and Recreation is accountable and responsible for all municipal beaches, ferry services, off-shore islands, boating facilities, all harbors, and use of and traffic in the waters of Long Island Sound and elsewhere, subject to the jurisdiction of the Town.

The division is responsible for the planning, construction, development, service, maintenance, alterations, repair, and storage of all physical properties under the control of the Department of Parks and Recreation. Its superintendent acts as a local enforcement officer in implementing Town, state and federal policies with regard to all marine activities, both private and municipal. Staffing consists of 20 permanent full-time positions and 80 seasonal positions.

**All Statistics are for the period of July 1, 2006 thru June 30, 2007**

### **Beach Attendance**

Byram Beach	85,997
Greenwich Point	558,202
Great Captain Island	4,296 *
Island Beach	43,911 *

*\* Ferry Service only; not included are those who use private transportation.*

### **Park Passes**

A total of 37,560 park passes were issued to the residents of Greenwich. The breakdown is as follows:

<u>Pass Type</u>	<u>Number Issued</u>
Adult	27,502
Child	8,928
Senior	981 *
Nanny	130
Summer Adult	13
Summer Child	6
*2 <sup>nd</sup> yr. of 3 yr. Card	
<b><u>Total</u></b>	<b>37,560</b>

## **HARBOR AND BOATING FACILITIES**

The Harbor and Boating Facilities consist of four marinas. They are located in Byram, Cos Cob, Grass Island, and Greenwich Point Use Permits are required for each vessel using our municipal boating facilities. The Marine Facility Operations Division issued 1,866 use permits. The division issued 624 boat slips, 435 out water moorings, 288 trailer launch permits (including 30 non-resident launching permits), 94 dry sail spaces, 271 boat rack spaces, 65 lockers, 418 boats in winter storage, and 153 trailers in summer storage.

Frederick J. Walters  
Superintendent, Marine & Facility Operations

## PARKS AND TREES DIVISION

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:			
Full Time	78	79	81
Perm Part Time	5	0	0
Expenditures:			
Current	\$4,621,311	\$4,467,223	\$4,535,430
Capital	\$934,000	\$421,678	\$368,700
<b>Total:</b>	<b><u>\$5,555,311</u></b>	<b><u>\$4,888,901</u></b>	<b><u>\$4,904,130</u></b>
Revenue:	\$29,835	\$11,954	\$17,007

### [Bruce Spaman, Superintendent /Tree Warden]

The character of a community can be defined by its people and culture. Greenwich is uniquely fortunate to have those attributes set against the backdrop provided by its extensive collection of parks, shade trees, street trees, beaches, and Long Island Sound. The quality of life in Greenwich is greatly enhanced by well-designed and maintained formal parks, passive and natural recreation areas, delightful ‘pocket parks’, floral streetscape gardens, and scenic beaches.

The Parks and Trees Division is responsible for the maintenance of all parks, playgrounds, school campuses, athletic fields, passive recreation areas, beach parks, traffic circles, public cemeteries, shade trees, roadside trees, and public grounds under the jurisdiction of other departments of the Town (i.e. fire and police stations, Town Hall, libraries, etc.).

## PARKS DEPARTMENT

### [William Burgess, Parks Operations Manager]

The Parks Division provides professional grounds maintenance services to all areas within our realm of responsibility, paying particular attention to formal parks and streetscapes in high use areas. Plants are selected that are attractive and pleasing, yet reasonable to care for and hardy enough for urban growing conditions. Maintenance responsibilities also include the collection and removal of leaves in parks and Town properties and assisting the Department of Public Works with ice and snow removal.

The Parks Division operates from five regional locations:

- Bruce Park (located at the Roger Sherman Baldwin Park complex),
- Binney Park,
- Byram Park,
- Montgomery Pinetum
- North Street (adjacent to North St. School)

Each area has a foreman and staff who maintain parks in their district as well as fire stations, libraries, traffic islands, and abandoned cemeteries. In addition, over 300 neighborhood cul-de-sac ‘islands’ are landscaped and maintained by the Parks Division.

The Parks Division continues to work cooperatively with community groups on various special park improvement projects that are in accordance with the Master Plan for the Department of Parks and Recreation.

## **TREE DEPARTMENT**

### **[Steven Gospodinoff, Tree Operations Manager]**

The Tree Department is responsible for the care and maintenance of all trees on roadsides, in parks, schools, and all other Town owned properties. The Tree Department is trained and equipped to provide a complete range of tree care services for the Town of Greenwich. Tree care services include tree removal, stump grinding, safety pruning, maintenance pruning, bracing, cabling, tree planting, insect & disease control, hazard tree evaluation, and tree value appraisal. The Tree Department is equipped with dump trucks, crane hoists, wood chippers, aerial lift trucks, high pressure tree sprayers, and stump grinder. The Tree Department removes dead and dangerous trees along public roads promptly in order to limit the Town's liability and to provide for the public's safety and convenience. Tree crews are on call at all times for trees damaged during occurrences of extreme weather. Trees and limbs are cleared from streets and Town properties to provide access for emergency services and to restore normal traffic conditions.

Trees are systematically inspected and pruned in parks, school campuses, roadsides, parking lots, and other Town facility properties to remove dead limbs for purposes of public safety. Ornamental and shade trees are also pruned to promote health and vigor as well as to enhance aesthetic appearance.

Town trees are also inspected and monitored for damaging insect and disease problems. Historically, insects and diseases have devastated some important shade tree and street tree species. All but a few American Elm trees have succumbed to the 'Dutch Elm Disease'. There is currently a program to attempt to save some remaining significant elm trees in Greenwich with injections of fungicide. The American Chestnut tree has been eliminated from our streets, parks, and forests as a result of the 'Chestnut Blight' disease imported into this area in the early 1900s. Other trees similarly endangered are the White Ash (Ash 'Yellows' disease), Eastern Hemlock (Hemlock Woolly Adelgid insect), and Butternut tree (canker disease). These trees will be inspected, monitored and treated if feasibly possible.

Although many trees are removed for reasons of public safety and scheduled management, many new trees are planted to replenish our Town's tree population. The Tree Department crews planted 259 shade and ornamental trees in the spring, summer and fall of 2006. Trees were selected that would conform to the limitations of a specific site. Trees planted under utility lines were selected so that their mature form would fit that site without any significant conflicts with overhead utility lines in the future. Small, medium, and large size shade trees were placed where they would fit the site and develop to their natural form while being compatible with the buildings, sidewalks, utilities, and the infrastructure around them. Diversity of the tree population with regards to tree species, form, function, and aesthetics was also considered when planting trees. This is important so that the town tree population would not become a monotonous collection of similar trees or become vulnerable to tree damaging insects or diseases.

## **TREE WARDEN**

### **[Bruce Spaman, Superintendent /Tree Warden]**

As Tree Warden, the Superintendent of Parks & Trees is responsible for the enforcement of state and local laws pertaining to trees and plantings on all Town properties. This includes state mandated posting of trees for removal for public safety purposes or unavoidable conflicts with infrastructure improvements. Every city and town in Connecticut is required to have an appointed tree warden (Connecticut General Statutes, Section 23-58). The legislative intent of this statute is to assure that municipalities maintain, care for, and protect a valuable and essential natural resource -- municipally owned trees. It is the responsibility of the tree warden to ensure that public trees are properly maintained, removed if deemed hazardous to the public, and replaced with appropriate species for the location.

## **TURF OPERATIONS**

### **[Timothy Coughlin, Turf Operations Manager]**

Since 1999 the Parks and Trees Division has assumed the responsibility of the care and maintenance of all school campuses and athletic fields. The Turf Operations Department of the Parks and Trees Division is now responsible for the management and care of all athletic fields in the Town of Greenwich.

There are 60 public athletic fields in Greenwich located on 15 school campuses and in parks. Over 4.5 million square feet (104 acres) of athletic turf are maintained. A variety of field sports are played on Greenwich's athletic fields including baseball, softball, football, lacrosse, soccer, little league baseball, cricket, rugby, tee-ball, field hockey, lawn bowling, and croquet.

Over the past five years five artificial sports turf athletic fields were constructed at Greenwich High School. These facilities will be complemented by a recently renovated baseball field and a new girl's softball field. All seven fields are owned by the Board of Education and maintained by the Turf Operations Department.

Turf Operations also maintains the Lawn Bowling / Croquet green in Bruce Park. Turf Operations is located at the North Street maintenance facility adjacent to North Street Elementary School.

The superintendent of parks and the turf operations manager have drafted a comprehensive Athletic Field Inventory and Management Plan to guide the maintenance and renovation of all athletic fields. Standard routine management practices for the athletic fields include fertilization, aeration, insect & disease control, mowing, lining, seeding, sodding, weed control, irrigation, drainage, fencing, and complete field reconstruction.

Bruce Spaman  
Superintendent, Parks & Trees/Tree Warden

## RECREATION DIVISION

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:			
Full Time	14	14	15
Perm Part Time	11	9	8
Expenditures:			
Current	\$2,176,248	\$2,110,710	\$2,108,824
Capital	\$40,000	\$9,867	\$95,000
<b>Total:</b>	<b><u>\$2,216,248</u></b>	<b><u>\$2,120,577</u></b>	<b><u>\$2,203,824</u></b>
Revenue:	\$1,443,656	\$1,389,348	\$1,338,116

### [Peter Mandras, Superintendent]

The Recreation Division is responsible for the implementation of both active and passive recreation and leisure programs to meet the needs and interests of Greenwich residents. Approximately 200 part-time employees and a multitude of volunteers supplement the full-time staff. The division has several facets of operation that include organized recreation, senior services, and specialized recreational facilities.

### ORGANIZED RECREATION

The division works to provide safe and pleasurable recreational services. A wide variety of programs are offered at facilities throughout Town.

### RECREATION DIVISION HIGHLIGHTS IN 2006-2007

- Tennis and basketball court repairs – Crack repairs at Pemberwick Park, Christiano Park, Bible Street Park, and Binney Park.
- A new tennis crack repair system was used at Bruce Park, Loughlin Ave. Park and Eastern Greenwich Civic Center. This repair is a more permanent system and will last for a minimum of three (3) years. These 7 courts were also painted.
- Tennis courts at Western Middle School had the 6 posts replaced while Central Middle School had one post reset.
- Playground improvements were made at the following locations: North Street School (\$150,000) and Parkway School (\$150,000).
- For the second consecutive year, two additional artificial turf fields were opened at Greenwich High School, bringing the total to five (5) fields and completing the project. This provided extended use for G.H.S. Athletics and other Town seasonal sports programs.
- This year featured the Independence Day Fireworks Celebrations for both 2006 and 2007. Both years featured displays at both Greenwich Point Park and Binney Park. The 2006 display marked the first time this event was held at Greenwich Point Park. For both years, all displays were successful, enthusiastically received and without incident.
- Two (2) new hockey scoreboards were installed at the Dorothy Hamill Skating Rink, including one with a message center.
- A number of amenities, such as backstops, player benches and safety fencing were added or upgraded to a number of athletic fields this past year.
- The renovated Bendheim Western Greenwich Civic Center opened in March after a \$7.5 million renovation.

- Background screening was utilized for the first time in hiring volunteer coaches.

## **VOLUNTEERS**

Over the course of the year the Recreation Division utilized the help of more than 1,000 volunteers with various sports programs and special events. Volunteers are trained by the division for program safety and basic first aid prior to the start of each program.

## **GIFTS, SCHOLARSHIPS & CAMPERSHIPS**

- A gift of \$25,000 was accepted by the RTM and received by the Recreation Division from RBS Greenwich Capital Markets for the annual Fireworks display at Greenwich Point Park and Binney Park. Gifts in the amount of \$2,500 from Mickey Yardis and the Greenwich Cup Racing Competitions and \$2,500 from the Second Congregational Church all helped to support scholarships for needy residents.
- The Recreation Division also provided partial scholarships for youth programs in Town. The Scholarship Fund is supported by local donations and applicants are screened by the Department of Social Services to ensure confidentiality. The amount of \$17,724 in partial scholarships was given to 109 Greenwich children in the past year.
- An additional 34 camperships to the Town’s summer programs were provided to the Recreation Division through the cooperation of the Recreation Division and the Department of Social Services.
- The first Annual Barbara Boruchoff Winer Memorial Awards were presented to two young ice skaters for their work ethic and potential in figure skating. These awards were funded by a \$30,000 gift to the Parks & Recreation Foundation by the Boruchoff Family.
- People’s Bank gave a gift of \$7,500 to sponsor all of the Wednesday Night concerts for the season.
- The Greenwich Chamber of Commerce donated \$1,500 to the Recreation Division to sponsor The Tuesday Noon Time Concert series at Greenwich Commons.

## **ATHLETIC FIELD SCHEDULING**

Excluding usage by the Board of Education (largest field user) there were over 24,500 field hours scheduled by permit this past year, an increase of almost 1,000 hours. Over 850 individual field permits were issued during the year for the 53 baseball diamonds and athletic field areas scheduled by the Recreation Division staff. The scheduling of baseball and softball fields in double shifts during the spring contributed to the increase in use.

The Recreation Division has instituted a field user fee for all Town and non-Town programs on Town fields. Over 12,600 field users were registered for the past year.

## **SPECIAL EVENTS**

Independence Day Fireworks	Sandblast Sand Sculpture	Adopt A Dog, Dog Show
9/11 Ceremony	Halloween Happenings	Salute to Veterans
Kite Flying Festival	Cook Your Buns Race	Movies in the Park
St. Patrick’s Day Parade	Roller skating	Knights of Columbus Flea Market
Sunday Evening Concerts	Concours D’Elegance Car Show	Town Women’s Golf Tourney
Lunch with Santa	Greenwich Pt. Biathlon & Triathlon	North Mianus Carnival
Farmers Market	Susanah’s Run	Touch-A-Truck
Lion’s Club Easter Egg Hunt	Beachfront Bushwhack 5 Mile Race	Island Beach 2-Mile Swim
Family Movie Nights	Greenwich Ave. Teen Initiative	Chamber of Commerce Tree Lighting
Town Wide Tennis Tourney	Cos Cob Carnival	Young Life Movie Night



Tour De Greenwich Bike Race	Town Men's Golf Tournament	Town Holiday Tree Lighting
Glenville Carnival	Jazz on the Sound	Safe Cycling The Ride
Jim Fixx Memorial Day Road Race	Saturday Night Lights	O.G. School Pumpkin Patch Festival
Wednesday Concerts in the Park	Tuesday Concerts on the Green	Perrot Library Movie Night
Red Cross 5k Run	Greenwich Point 1 Mile Swim	Septemberfest
Democratic Rally	Byram Memorial Day Service	Glenville Memorial Day Parade
Hospice Tree Lighting	Folk Concert- Upper Havemeyer	Steve Wilson Memorial Concert
Kids Triathlon	Cos Cob Ice Cream Social	Jingle Bell Jog
Israel Independence Walk	ARC Walk at Gr. Point	Animal Control Walk
Breast Cancer Awareness Walk	G.C.C. Scarecrow Festival	O.G. Festival of Lights
Silver Shield Concert in the Park	Step it up Congress Walk to cut greenhouse gases	Shakespeare in the Park

The Recreation Division plans and assists with approximately 100 special events throughout the Town during the course of the fiscal year.

**SUMMER PROGRAMS**

Under Organized Recreation the Division offers three summer programs for children. These programs are structured differently in order to help parents meet various childcare issues.

- Kamp Kairphree runs four two-week sessions out of the Eastern Greenwich Civic Center and Greenwich Point. 560 children participated in a variety of activities that included beach days, roller-skating, special trips, boating, and arts and crafts.
- Summer Fun I & II is a popular drop-in program that allows parents to pick and choose days and times that are convenient to them. Participants (75) are offered a variety of activities that include cookouts, games, special events, and craft projects.
- Music & Art Program had 134 participants. This five-week program offers music instruction in the morning and art in both the morning and afternoon. The program ends the season with an evening concert and art exhibit.
- Skatepark Ramp Camps run for 4 weeks in the summer. This program offers skateboarders and inline skater's free skate time, a lesson, other fun games, and a chance to cool off in the sprinkler. Last year the camp had 64 participants in the 4 weeks that it was offered.

The Recreation Division continues to offer a variety of youth programs and sports clinics during school holidays and vacations. Our participants are given the opportunity to work on honing their skills and parents are relieved of childcare worries for a portion of the week. Examples of these clinics are Doyle Baseball Clinic and Indoor Soccer Clinics. In addition to this, one-week programs are offered at the end of August including Soccer With Aldwin, Soccer Excellence, Blue Jays Baseball Academy, Mad Science Camp, Chess Camp and Future Stars Tennis and Sports Clinics. During school holidays and vacations we have offered a number of different special events such as roller skating, magic and puppet shows.

**PROGRAM**  
BASEBALL

**NUMBER**  
**OF**  
**PARTICIPANTS**  
676

SOCCER	872
GIRLS SOFTBALL	283
TENNIS CARDS & GUEST TENNIS CARDS	3,438
TENNIS CLINICS	317
PADDLE TENNIS	75
CO-ED VOLLEYBALL	120
MEN'S BASKETBALL	360
WOMEN'S SOFTBALL	385
MEN'S SOFTBALL	1520
CO-ED SOFTBALL	126
INDOOR GOLF	51
GYMNASTICS	48
GIRL'S BASKETBALL	90
CO-ED BASKETBALL (CHILDREN)	293
DROP-IN GYMNASIUM	435
SPRING SWIM	72
PRESCHOOL PLAYGROUPS	25
FIELD HOCKEY	29
SUMMER SWIM	122
FAMILY SWIM	45
TBALL	140
SKATEPARK (10 day passes and annual members)	39
SKATEPARK CLINIC & CAMPS	24
INTRO TO LACROSSE	12
HALLOWEEN HAPPENINGS	178
LUNCH WITH SANTA	300
RAMP CAMP	64
SKATEPARK COMPETITION (2 PER SUMMER)	65
SKATEPARK TOTAL ATTENDANCE	2,734

**Dorothy Hamill Skating Rink** – In its thirty-seventh year of operation this fully enclosed facility offers a wide variety of winter programs including group lessons, hockey clinics, youth and adult hockey leagues, a Town-wide figure skating competition, general skating sessions, stick and puck sessions, birthday parties, school lessons, school fund raisers, and more. The rink is home site for a number of school teams; youth travel hockey and home rink for the Windy Hill Skating Club, Greenwich Blues Youth Hockey Association, Greenwich Academy, Greenwich High School and Eagle Hill School.

**Eastern Greenwich Civic Center** – Events that utilize the center include antique and train shows, car shows, seminars, banquets, senior citizen programs, dog shows, baby and bridal showers, and children's birthday parties. Also offered at the center are roller skating, men's basketball, recreation open basketball, softball pitching clinics, soccer clinics, basketball clinics, Tennis for Tots, Weight Watchers, Bridges Nursery School, Girls, Inc., Lunch with Santa, Old Greenwich Art Society Painters, Greenwich Police Training Classes, Greenwich Parkinson Support Group, Old Greenwich Garden Club, Old Greenwich Lion Club Pancake Breakfast, lunchtime basketball, indoor golf, continuing education classes, Halloween Happenings, and oldies dances. During the W.G.C.C. construction project the Eastern Greenwich Civic Center is serving as the home for their senior programs. The center serves as home for the Kamp Kairphree summer day camp program. The center also serves as home for the Old Greenwich Riverside Community Center.

**Bendheim Western Greenwich Civic Center** – The center's renovation project was complete in February 2007 on time and on budget. The building officially opened on March 12, 2007. The grand opening was held on

April 29, 2007. It featured speeches by Art Norton who headed the WGCC Foundation; Joe Siciliano, Director of Parks and Recreation; and Jim Lash, First Selectman. There was entertainment featuring Billy and the Showman, and a program showcase. The new center features a Technology Room, Weight Exercise Room, and a Community Room with an attached kitchen. The building is used for birthday parties, community meetings, basketball, volleyball, preschool programs, a full facility day care, different sports programs and clinics for children, a dance, exercise classes, and karate.

**Greenwich Skatepark** – The Greenwich Skatepark continues to meet the needs of inline skaters and skateboarders in Town. Open daily during daylight savings time, and on the weekends in November-March, weather permitting. Closed December and January, the Skatepark provides a safe, supervised, fun facility for Greenwich youths six years old and older. This year 2,734 youths in Greenwich and the surrounding area used the Skatepark on a drop-in basis, clinics, camps, or birthday parties.

Owned and operated by the Parks and Recreation Department, the Skatepark is located on Arch Street in a section of the Roger Sherman Baldwin Park Parking Lot, designated for Town employee parking and the Arch Street Teen Center. The Skatepark consists of a series of ramps and rails two feet to five feet high. Some of the pieces include a four-foot half pipe, a series of quarter pipes, a fun box, different height ramps, and rails. The park is always supervised with at least two trained and first aid certified staff on duty. The fees to use the park are \$175. Annual membership with a prorated scale as the season progresses, to \$140 and \$100 depending on when you purchase the membership. Ten-day passes cost \$60 and a one-day pass is \$10. All users must wear elbow and knee-pads and a helmet. Every participant must sign a waiver form, and a parent or legal guardian must sign for everyone under 18 years of age. The park also offers skateboard and inline lessons and birthday parties. The Skatepark was a gift from the Junior League of Greenwich in 2003.

**Neighborhood Community Centers** – The William A. Yantorno (Pemberwick) Community Center and the Cos Cob Community Center are used for numerous social and family activities throughout the year. The Cos Cob Center is used for the Preschool Playgroup Program. The William A. Yantorno Community Center is the home of Greenwich Green & Clean. The Just Wee Two Mommy and Me Program moved out of the William Yantorno Community Center back to the Bendheim Western Greenwich Civic Center in April 2007.

**Dundee School Gymnasium** – The gymnasium is available for a variety of recreational activities on a seasonal basis. The activities include volleyball, indoor soccer, basketball, and birthday parties and Future Stars Sports Camps. The Recreation Division supervises evening and weekend activities.

**Tennis Courts** – Monitored courts that can be reserved with a valid tennis card are at Bruce Park, Loughlin Avenue, Binney Park, Eastern Greenwich Civic Center, Eastern, Central and Western Middle Schools, Byram Park, and Greenwich High School. Courts that are not supervised and available on a first-come, first-served basis are at Lyon Avenue and Pemberwick Park.

**2006-2007 Fiscal Year Revenues**

Organized Recreation	\$686,375
Senior Center	56,567
Eastern Greenwich Civic Center	169,081
Neighborhood Community Centers	32,449
Dorothy Hamill Skating Rink	467,077
Western Greenwich Civic Center	32,107
Totals:	\$1,443,656

Peter J. Mandras, Jr.  
Superintendent of Recreation

**HOUSING AUTHORITY OF THE TOWN OF GREENWICH  
NOT AVAILABLE AT TIME OF PRINTING**

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

	<u>2006-07</u>	<u>2005-06</u>	<u>2004-05</u>
Budgeted Personnel:	2	2	2
Expenditures:			
Current	\$130,516	\$187,740	\$185,565
Capital	\$42,183	\$709,280	\$1,054,485
<b>Total:</b>	<b><u>\$172,699</u></b>	<b><u>\$897,020</u></b>	<b><u>\$1,240,050</u></b>
Revenue:	\$38,718	\$38,718	\$38,718

*Note: The CDBG Program is administered on a calendar year basis (January – December). Reported Current Expenditures represent annual program monies spent for Administrative budget while Capital Expenditures represent annual program monies expended as they are paid out to CDBG program recipients. Information and expenditures reflect data as of October 31<sup>st</sup> 2007.*

### PROGRAM DESCRIPTION

The Community Development Block Grant (CDBG) is one of the formula grant programs administered by the Community Planning and Development of the U.S. Department of Housing and Urban Development (HUD). The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C-5301 et seq. This program provides annual grants on a formula basis to eligible grantees (cities and counties) for the purpose of addressing the needs established by the local communities by providing decent housing, suitable living environment and expanding economic opportunities for low- and moderate-income persons and families. The Town receives entitlement grants (CDBG funds) to carry out a wide range of community development activities to improve community facilities and services through sub-recipients. The CDBG program is designed to leverage CDBG (federal) dollars with local, State and/or private funds.

To receive the annual CDBG Entitlement funds, the Town of Greenwich is required to develop and submit a Consolidated Plan (3 to 5 years), which details the Town’s comprehensive planning document and application for CDBG funds. The Consolidated Plan identifies the goals for the CDBG program activities and housing programs for a 3 to 5 year period (strategic planning). In addition, the Town submits an Annual Action Plan, which lists the specific activities that will be carried out for the coming program year. In submitting these documents, the Town certifies that not less than 70% of the CDBG funds received will be used for activities that benefit low- and moderate-income persons and families and that the Town will affirmatively further fair housing.

The Town must also develop and implement a citizen participation plan to enable and promote citizen participation with an emphasis on the involvement of low- and moderate-income persons, primarily residents of predominantly low- and moderate-income neighborhoods. To further provide the citizens with an opportunity to be a part of the CDBG process in the development of the Annual Action Plan, the Town holds public hearings through the BET and RTM meetings and public meetings via the Community Development Advisory Committee (CDAC) meetings. The CDAC committee is comprised of local Town Officials, local Board members and various community agencies. The Committee consists of: a representative (and an alternate if provided) from each of the 12 local RTM Districts; 2 representatives from the BET; a representative from the Planning and Zoning Commission, Board of Social Services, Board of Health, League of Women Voters, Greenwich Housing Authority, Greenwich Chapter of NAACP and the Hispanic Center. CDAC members partake in the application process and then submit a recommendation (for CDBG funding) to the First Selectman. See attached membership list. The process is designed to fit within the budgetary process adopted

by the legislative body of Greenwich, Connecticut and other applicable local, State and Federal codes, Statutes, laws, etc. The Action Plans are made available at the local libraries, Town Clerk's Office and the CDBG Office to ensure accessibility for citizen review, input and comments.

### **CDBG Program Year 2005 Activities (Last Reported as Underway)**

One public service activity and two rehabilitation activities that received 2005 CDBG funds have been completed. The Adopt-A-House Program (now called Homebuyers Program) of the Housing Development Fund, Inc. (HDF) received \$50,000 of CDBG funds. With these grant, six low- and/or moderate-income Greenwich households were able to purchase their first homes by providing down payment and/or closing cost assistance. The ARC (Association for Retarded Citizens) of Greenwich used \$43,018.50 of 2005 CDBG funds to complete the Fire Suppression Installation Project to the 167 East Elm Street (Greenwich, CT) Group Home. This project was undertaken to comply with and meet or exceed the CT State requirements for fire safety of group homes. The Shelter for the Homeless received \$20,000 of 2005 CDBG funds to upgrade the air handlers, air filtration and thermostat controls for both the heat and air conditioning systems in the 1<sup>st</sup> and 2<sup>nd</sup> floor of the Pacific House Shelter in Stamford, CT.

### **CDBG Program Year 2006 Activities**

The Entitlement grant received for program year 2006 was \$950,559. The following is a summary of the activities that were approved to receive CDBG funding as they provide services or improve community facilities to benefit low- and moderate-income Greenwich residents:

#### **Public Service Activities:**

- The Child Guidance Center – Mental Health CAFT Program = \$10,840
- Family Centers, Inc. – Head Start and RITE Programs = \$23,680
- The Food Bank of Lower Fairfield County – Warehouse Lease = \$10,000
- Greenwich School Age Child Care – Scholarship Program = \$15,840
- Jewish Family Services – Supermarketing For Seniors Program = \$10,000
- Meals on Wheels of Greenwich, Inc. – Food Service Program = \$10,840
- Shelter for the Homeless – Food Service Program = \$10,840
- St. Luke's Community Services – Women's Housing Program = \$15,640
- Transportation Association of Greenwich – Transportation Program = \$15,840
- YWCA of Greenwich – Domestic Abuse Services = \$24,840

#### **Rehabilitation/Acquisition Activities:**

- Family Centers – Gateway Property Acquisition (Phase II) = \$52,500
- Greenwich Adult Day Care – Pump House Rehabilitation (Phase II) = \$100,000
- Greenwich Library – Byram Shubert Expansion Project = \$650,000
- Shelter for the Homeless – Pacific House Rehabilitation Project (HVAC) = \$25,000

All public service activities and the Family Centers Gateway property acquisition project were completed prior to the end of the 2006 program year (December 31<sup>st</sup> 2006). Program measurement, accomplishment and evaluation for each of the proposed public service and rehabilitation/acquisition activities were integrated in the submission of the CAPER (Consolidated Action Plan Evaluation Report).

### **CDBG Program Year 2007 Activities**

The Entitlement grant received for program year 2007 was \$953,507. The following is a summary of the activities that were approved to receive CDBG funding as they provide services or improve community facilities to benefit low- and moderate-income Greenwich residents (Note that 2007 activities are underway):

**Public Service Activities:**

- American Red Cross – Motor Services Program = \$10,000
- Boys & Girls Club of Greenwich – Project Learn/Character Development Programs - \$10,000
- The Child Guidance Center – Mental Health CAFT Program = \$10,000
- Family Centers, Inc. – Head Start and RITE Programs = \$20,000
- The Food Bank of Lower Fairfield County – Warehouse Lease = \$10,000
- Greenwich Adult Day Care – Nursing Services/Care Plan For Care Givers Program = \$10,000
- Greenwich Family YMCA – GSACC Scholarship Program = \$10,000
- Jewish Family Services – Supermarketing For Seniors Program = \$10,000
- Liberation Programs – Youth Options (Latino Programming Expansion) = \$10,000
- Shelter for the Homeless – Food Service Program = \$15,000
- St. Luke’s Community Services – Women’s Housing Program = \$10,000
- YWCA of Greenwich – Domestic Abuse Services = \$19,558

**Rehabilitation/Acquisition Activities:**

- Family Centers – Water Pipes/Valves & Roofs/Skylights Replacement Project = \$88,883
- Hill House – Carpeting, Painting and Energy Conservation Projects = \$50,000
- Housing Authority of Greenwich – Adams Garden Heating System Replacement = \$75,000
- Housing Authority of Greenwich – Town Hall Annex Hot Water System Replacement = \$250,000
- Pathways, Inc. – 175 Milbank Avenue Rehabilitation Project = \$50,000
- Shelter for the Homeless – Pacific House Rehabilitation Project (Phase III) = \$125,000

**CDBG Process**

The CDBG Office administers and monitors the current program year activities while planning for the upcoming program year and developing the Annual Plan. In addition, during the first quarter of the program year, the Office prepares and submits the CAPER (evaluation of the activities funded with CDBG grant during the previous program year) to HUD.

A public notice of CDBG funding availability for the upcoming year is announced in April each year preceding the beginning of the program year. This is followed with a community-wide mailing inviting interested local and regional non-profit agencies to apply for grants based on the anticipated HUD entitlement. Completed proposals (received by the due date) are evaluated and ranked by the CDBG staff for eligibility (per CDBG regulations). Copies of each proposal with CDBG staff comments are then provided to CDAC for further review. CDAC members hold meetings and invite the applicants to discuss the merits and feasibility of submitted proposals and arrange for site visits. After further CDAC discussions, a final funding recommendation (decided collectively) is submitted to the First Selectman. The First Selectman then holds a public hearing during the month of July or August on the Proposed Action Plan (which include the Advisory Committee’s funding recommendations) to solicit public comments/suggestions. The Board of Estimate and Taxation (Budget Committee) acts on the proposed budget in September and the “Community Development Block Grant Proposed Annual Action Plan” is placed on the RTM Call for action in October. After all local (Town) approvals are granted, the Final Action Plan is submitted to the US Department of Housing and Urban Development (HUD) in November for action by January.

When an activity is subject to change, depending on grant availability, additional funding needs and/or cancellation, such changes occur by following the procedures in the written CDBG Citizen Participation Plan, per HUD regulations and the Town's CDBG Budget Policy. CDBG contracts with grant sub-recipients and conducts on-site monitoring to ensure that the CDBG funds are expended in accordance with HUD requirements including (but not limited) to EEO compliance, Davis-Bacon Labor standards, fair housing, low- and moderate-income benefit, etc. Finally, the CDBG Office submits the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD each year. The CAPER provides a detailed year-end report of CDBG activities.

## **STAFFING**

Nancy C. Brown, Director of the CDBG program for more than 29 years retired in September of 2007. To adapt with the continuous funding reduction received for the CDBG entitlement program and to keep with the 20% cap limit restricted to administrative expenditures, the CDBG Office has been restructured. A full-time Community Development Administrator manages the CDBG program with the support of a part-time administrative staff assistant (25 hours per week).

Princess A. Erfe  
Community Development Administrator

Attachment (CDAC Membership List)



## COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MEMBERSHIP LIST

### Program Year 2006

#### **RTM Districts:**

- District 1 – Mary G. Pellegrino
- District 1 (Alternate) – Margaret Frey
- District 2 – Dr. Forbes Delany
- District 3 – Holly Delohery
- District 4 – David C. Rupert, Chairman
- District 4 (Alternate) – Dustin K. Manocha
- District 5 – Jennifer Dayton, Vice-Chair
- District 5 (Alternate) – Nancy Weissler
- District 6 – Kelly Houston
- District 6 (Alternate) – Stephanie Paulmeno
- District 7 – Valerie Stauffer and Winona Mullis
- District 8 – Christopher R. vonKeyserling
- District 9 – Robert C. Dobbs, Jr.
- District 10 – Beverly S. White
- District 11 – Mary Bruce
- District 12 – Fred DeCaro III
- District 12 (Alternate) – Robert A. Perri

#### **BET:**

- Janice C. Gardner
- Alma Rutgers

#### **Housing Authority of Greenwich**

- Jonathan D. DuBois

#### **NAACP (Greenwich Chapter):**

- Dorothy Nins
- Winston Robinson (Alternate)

#### **Planning and Zoning Commission**

- Frank Farricker

#### **Hispanic Center (St. Mary's Parish)**

- Raul Sabillon

### Program Year 2007

#### **RTM Districts:**

- District 2 – Paul Settelmeyer
- District 3 – Thomas P. Conelias
- District 4 – David C. Rupert, Chairman
- District 5 – Jennifer Dayton, Vice-Chair
- District 6 – Kelly Houston
- District 7 – Susan Carmichael, Lucia Jansen and Ellen Brennan-Galvin
- District 8 – Christopher R. vonKeyserling
- District 9 – Adele Rota
- District 9 (Alternate) – Robert C. Dobbs, Jr.
- District 11 – Mary Waldron
- District 12 – Alice B. DeCaro
- District 12 (Alternate) – Miriam Mennin

#### **BET:**

- Alma Rutgers
- Leslie L. Tarkington

#### **Housing Authority of Greenwich**

- Jonathan D. DuBois

#### **NAACP (Greenwich Chapter)**

- Winston Robinson

#### **Planning and Zoning Commission**

- Margarita Alban

#### **Hispanic Center (St. Mary's Parish)**

- Oscar Jaime Chica

#### **Board of Social Services**

- Shirley Jankowich

#### **Board of Health**

- Dr. Forbes Delany

#### **League of Women Voters (Public Health Committee)**

- Stephanie R. Paulmeno

**ALARM APPEALS BOARD\***

(4 year term)  
(Term expires March 31<sup>st</sup>)

Thomas E. Zack (2008)  
James Daine (2010)  
Sean Turpin (2008)  
Robert Fogg (2010)  
Frederic H. Brooks, Jr. (2010)

**ARCHITECTURAL REVIEW COMMITTEE\***

(4 year term)  
(Term expires June 30<sup>th</sup>)

Paul Pugliese, (2006) **CHR**  
John Dixon (2006)  
Kenneth Deck (2006)  
Joeb Moore (2010)  
Leslie Klein (2010)  
Susan D. Elia (2006)  
Frank C. Lionetti (2006)  
Eric Rains (2010)  
Nick Macri (2010)

**BOARD OF ASSESSMENT APPEALS**

(2 year term)  
(Term expires December 31, 2007)

Richard Kriskey  
Jeff Reardon  
Bill Bambrick  
Mary McNamee  
Philip M. Skidmore

**BOARD OF EDUCATION\***

(4 year term)  
(Term expires in November)

Steven B. Anderson (2009)  
Susan S. Ellis (2009)  
Colleen Giambo (2007)  
Virginia Gwynn (2007)  
William G. Kelly (2007)  
Stephen Loparco (2007)  
Leslie B. Moriarty (2009)  
Nancy S. Weissler (2009)

***Superintendent of Schools:***  
Betty Sternberg

***Deputy Superintendent:***  
Kathleen Greider

**BOARD OF ESTIMATE AND TAXATION\***

(2 year term)  
(Term expires December 31, 2007)

Peter Tesei, **CHR**  
Michael S. Mason  
Stephen Walko  
Robert Stone  
Leslie Tarkington  
Laurence Simon  
Arthur D. Norton  
Edward T. Krumeich, Jr.  
James A. Himes  
Nancy E. Barton  
Alma Rutgers  
William R. Finger

**BOARD OF ETHICS\***

(3 year term)  
(Term expires March 31<sup>st</sup>)

Robert F. Grele (2010)  
Jeffrey Ramer (2010)  
Louis P. Pittocco (2009)  
Paul Debary (2009)  
Rev. Susan M. Craig (2008)  
James A. Lash, Ex-Officio

**BOARD OF HEALTH**

(4 year term)

Robert F. Carangelo (2010) **CHR**  
Elaine M. Suchman (2008)  
Forbes Delany (2010)  
Naomi G. Tamerin (2010)  
Marilyn R. Cahn (2008)  
Peter A. Arturi (2008)  
Robert L. Ailleo (2008)  
James A. Lash, Ex-Officio

***Director of Health:***

Caroline Baisley

**BOARD OF PARKS AND RECREATION\***

(4year term)  
(Term expires March 31<sup>st</sup>)

Lisbeth S. Beck (2006)  
Nancy O'Brien Caplan (2010)  
John Craine (2010)  
William Dunster (2010)  
Joan Gyesky (2008)  
Scott Johnson (2008)  
Winston Robinson (2010)

Robert Oca (2008)  
Richard Wellington (2008)  
Diane Wren (2010)

***Director:***

Joseph Siciliano

**BOARD OF SELECTMEN**

(2 year term)  
(Term expires November 30, 2007)

James A. Lash, First Selectman  
Penny Monahan, Selectman  
Peter J. Crumbine, Selectman

**BOARD OF SOCIAL SERVICES\***

(3 year term)  
(Term expires March 31<sup>st</sup>)

Diane C. Fox (2009)  
Mary H. Huyck (2009)  
Victoria deBary (2010)  
Stephen C. Francis (2010)  
Kimberly Terrenoire (2008)  
Russell Turk (2007)  
Shirley Jankowich (2008)  
John Maxwell (2009)  
James A. Lash, Ex-Officio

***Commissioner of Social Services:***

Dr. Victoria A. Anyikwa

**BUILDING CODE BOARD OF STANDARDS  
AND APPEALS**

(5year term)  
(Term expires March 31<sup>st</sup>)

Karen Cuscina  
Thomas Cholnoky  
Michael J. Franco  
William Lavalette

**COMMISSION ON AGING**

Lori Jackson (2005) **CHR**  
Catherine M Brennan (2005)  
Ruth Suh (2006)  
Karen LaMonica (2004)  
Kristen N Browne (2007)  
Claire Whelan (2006)  
Howard Serrell (2007)

**CONSERVATION COMMISSION**

(4 year term)  
(Term expires March 31<sup>st</sup>)

Alexander Brash (2005)  
William Rutherford (2005) **CHR**  
Lisette Henrey (2007)  
Nancy Dickinson (2007)  
Eric Brower (2007)  
Sue Baker (2005)  
Renee Seblatnigg (2005)

***Conservation Director:***

Denise Savageau

**CONSTABLES**

(2 year term)  
(Term expires December 31, 2007)

James E. Clifford  
Stephen J. Paolo, Sr.  
Philip M. Pittocco  
Siegrun K. Pottgen  
William Fassuliotis  
Dominick R. Romeo, Jr.  
James Fahy

**CONSUMER AFFAIRS COORDINATOR**

(Indefinite Term)

Anthony F. Belmont

**FINANCE DEPARTMENT**

(2 year term)  
(Term expires December 31, 2007 except as noted)

***Comptroller and Finance Officer:***

Peter Mynarski

***Assessor:***

Ted Gwartney

***Tax Collector:***

Louis C. Caravella

***Treasurer (Indefinite Term):***

Kathleen Murphy

**FIRE DEPARTMENT**

***Fire Chief:***

Sanford Anderson

**FLOOD AND EROSION CONTROL BOARD\***

(4 year term)

(Term expires March 31<sup>st</sup>)

Aubrey E. Mead, Jr. (2003)

Anthony M. MacLeod (2009)

Leonard VanHouten (2009)

Edward J. Schmeltz (2003)

James A. Lash, Ex-Officio

**HISTORIC DISTRICT COMMISSION\***

(5 year term)

(Term expires March 31<sup>st</sup>)

Phyllis Sheridan (2011)

Joan L. Faust (2009)

Elizabeth (Anne) Maletta (2008)

Susan Richardson (2012) **CHR**

Paul F. Hopper (2010)

James A. Lash, Ex-Officio

**HOUSING AUTHORITY\***

(5 year term)

(Term expires July 31<sup>st</sup>)

Abe Curdumi (2007)

Darlene Gerald (2005)

Bernadette Settlemeyer (2008)

Jonathan D. DuBois (2006)

**INLAND WETLANDS AND WATER**

**COURSES AGENCY\***

(4 year term)

(Term expires March 31<sup>st</sup>)

Lawrence Perry (2009)

John R. Conte (2009)

Christine Ana Coon (2008)

Thomas R. Baptist (2009) **CHR**

Garrett L. Dietz (2008)

Robert V. Sisca (2008)

William Grempe (2008)

Stephan Skoufalos (2008)

***Inland Wetlands Director:***

Mark G. Massoud

**JUSTICES OF THE PEACE**

(4 year term)

(Term expires January 5, 2009)

Fred Baker

Rocco Benvenuto

Sandra K. Bendfeldt

Elizabeth Bonsal

John P. Booth, Jr.

Carl G. R. Carlson, Jr.

Louis C. Caravella

James Clifford

Stuart Coan

Forbes Delany

Peter G. DiLeo

James Fahy

William R. Ferenc

Diane C. Fox

Betty Hauptman

Anthony Hayden

Joseph Huley

Jonathan D. Hunt

Ann S. Isaacson

Richard Kriskey

Lawrence Larson

Janet Lockton

Roger H.V. Lourie

Hilip Maymin

Penny Monahan

Mary Ann Mullen

Roberta Nickerson

Stephen Pierson

Stephanie Raia

Heather Reed

Dominick Romeo

Mary B. Romeo

Emil L. Smeriglio

David Stich

George Von Tobel

**LAW DEPARTMENT**

(Term at Discretion of Board of Selectman)

***Town Attorney:***

J. Wayne Fox

**LIBRARIES**

***Greenwich Library:***

Mario M. Gonzalez, Director

***Perrot Memorial Library:***

Kevin McCarthy

**NATHANIEL WITHERELL BOARD\***

(3 year term)  
(Term expires March 31<sup>st</sup>)

Chris Thurlow (2008)  
Patricia Burns (2010)  
Kurt Krauss (2008)  
David Ormsby (2009)  
Paul Toretta (2010)  
Leslie Tarkington (2007)  
David Ayres (2010)  
Donald Fritz (2007)  
Andrew Miller (2009)  
Thomas A. Saccardi (2008)  
Francis J. Scarpa (2009)  
Lloyd Bankson (2009)  
James A. Lash, Ex-Officio

***Administrator:***

**PLANNING AND ZONING BOARD OF APPEALS\***

(4 year term)  
(Term expires March 31<sup>st</sup>)

Arthur Delmhorst (2006)  
David Weisbrod (2010)  
Donald Kiefer (2008) **CHR**  
Robert Coulsen (2010)  
Barbara McKelvey (2008)

**PLANNING AND ZONING COMMISSION\***

(3 year term)  
(Term expire March 31<sup>st</sup>)

Richard Maitland (2009)  
Donald Heller (2010)  
Frank Farricker (2008)  
Paul S. Marchese (2008)  
Raymond Heimbuch (2010)  
Frederic Henry Brooks (2008)  
James A. Lash, Ex-Officio

***Town Planner/Zoning Coordinator:***

Diane Fox

**POLICE DEPARTMENT**

***Police Chief:***

James Walters

**PUBLIC WORKS DEPARTMENT**

***Administration:***

Lloyd Hubbs, Commissioner

**PURCHASING**

***Director of Administrative Services and Purchasing:***

Joan T. Sullivan

**REGISTRAR OF VOTERS**

(2 year term)  
(Term expires January 2008)

Sharon B. Vecchiolla  
Veronica B. Musca

**REPRESENTATIVE TOWN MEETING\***

(2 year term)  
(Term expires December 31, 2007)

***Moderator:***

Thomas J. Byrne

***Moderator Pro-Tempora:***

Joan E. Caldwell

***Clerk Ex-Officio:***

Carmella C. Budkins

**RETIREMENT BOARD\***

(4 year term)

Mike Pagliaro **CHR**

Mark Kordick

Ed Gomeau

John Chadwick

***Comptroller:***

Peter Mynarski

**SHELLFISH COMMISSION**

(4 year term)

Roger Bowgen (2009) **CHR**  
Walton Alder (2009)  
Susan Baker (2009)  
Wilfred Cameron (2010)  
Frank Cantelmo (2010)  
William Grep (2010)  
Peter Janis (2009)  
Richard Kral (2010)

**TOWN CLERK**

(2 year term)  
(Term expires December 31, 2007)

Carmella C. Budkins

**STATE OF CONNECTICUT**

***Governor:***

M. Jodi Rell

***Lieutenant Governor:***

Michael Fedele

***State Senator:***

William H. Nickerson

***Secretary of the State:***

Susan Bysiewicz

***Treasurer:***

Denise Nappier

***Comptroller:***

Nancy S. Wyman

***Attorney General:***

Richard Blumenthal

**STATE REPRESENTATIVES**

***Assembly District 149:***

Olivia Floren

***Assembly District 150:***

Lile Gibbons

***Assembly District 151:***

Claudia Powers

**SUPERIOR COURT**

***Presiding Judge:***

Edward Karazin

***State's Attorney***

***Chief Clerk of Judicial District of  
Stamford/Norwalk:***

Donald J. Mastrony

***Family Services Supervisor:***

Janet Esposito-Daigle

***Chief Adult Probation Officer:***

Marin Roberson

**PROBATE COURT**

(Term expires January 2007)

David W. Hopper

**STATE MARSHALLS OF GREENWICH**

Joseph Purcell

Siegrun K. Pottgen

**UNITED STATES**

***Representatives in Congress from Connecticut***

***1<sup>st</sup> Congressional District:***

John B. Larson

***2<sup>nd</sup> Congressional District:***

***3<sup>rd</sup> Congressional District:***

Rose DeLauro

***4<sup>th</sup> Congressional District:***

Christopher Shays

***5<sup>th</sup> Congressional District:***

***Senators from Connecticut***

Christopher J. Dodd

Joseph I. Lieberman

**\*Board Members will serve without  
compensation.**

**DEMOCRATIC TOWN COMMITTEE**

(6-30-07) As on file with the Town Clerks Office

**District 1**

Cornelius Grealy  
Jeffrey R Blanche  
Laurie L Heiss  
Penny Monahan  
Pamela Frederick

**District 2**

Stuart Coan  
Walter H Liebman  
Thomas Nacinovich  
Frank Farricker  
Brad Markowitz  
Linda Loftus

**District 3**

Lourdes Roman  
Michael Aurelia  
Philip Pittocco

**District 4**

Dominick DeFranco  
Anne Blumensaadt  
Sharon Vecchiolla  
Elizabeth Shopvick  
Frank Camoro

**District 5**

Susan Anderson  
Sean Goldrick  
Sarah Dickinson  
Jeffrey Ramer  
Elizabaeth Bonsal  
Shirley Jankowich

**District 6**

Gerald Pollack  
William E Hegarty, Jr  
Anthony Hayden  
Elizabeth Harkins  
Barbara Hegarty  
Katie Sterrett  
John Harkins

**District 7**

Edward Krumeich  
Richard V Bergstresser  
Peggy Atherlay  
Elizabeth Krumeich

**District 8**

Judith Berg  
Peter Berg  
Peter Close  
Mark Berman  
James J. Fahy  
Mary Ellen Fahy  
James Himes  
Virginia Gwynn  
John Whalen

**District 9**

John Booth  
Donald Sargeant  
Roberta Nickerson  
Robert Carey  
Barbara Rosenthal  
Leo Rosenthal  
James McKean, Jr  
Jane Milliken

**District 10**

Michael Sandifer  
William Grad  
Charles Lee  
Rona Ginott  
Bennie L Wallace

**District 11**

Sigmund Beck  
William Finger  
Michael Chait  
Harry LeBien  
David Singer  
Vinay Pande

**District 12**

Bill Bambrick  
Polly Franck  
Sandra Bendfeldt  
David Roberson  
Seymour Polansky  
Elaine Suchman  
Dominick Romeo  
Florence Spool

**REPUBLICAN TOWN COMMITTEE**

(6-30-07) As on file with the Town Clerks Office

**District 1**

Carl G. R. Carlson, Jr.  
Mary G. Pellegrino  
Robert J. Oca  
Edward D. Dadakis  
Carol A. Zarrilli

**District 2**

John Toner  
Peter K. Joyce  
Paul Toretta  
Suzanne Geiss-Robbins

**District 3**

Francis R. Musca, Jr.  
Louise T. Bavis  
Veronica Baron Musca  
David J. D'Andrea

**District 4**

Alfred F. Camillo, Jr.  
Mary Ann Mullen  
John Thompson  
Christian Antonik

**District 5**

Claudia M Powers  
Philip Skidmore  
Samuel T. Telerico  
John R. Raben  
William Grempp

**District 6**

Robert S. Stone  
Marc Ducret  
Lile R. Gibbons  
Erford E. Porter, II  
Michael Barnaby

**District 7**

James Campbell  
Leslie T. Tarkington  
Robert S. Searle  
Winona S. Mullis  
Marianne Gattinella

**District 8**

Michael Mason  
Randy Caravella  
Anthony Tod Laudonia  
Linda Moshier  
David Theis

**District 9**

James E. Clifford  
Lucy A Macaluso  
Marc A Bell  
Anthony Medico  
Joseph A Ricciardi

**District 10**

Robert J. Richardson  
Sandra N. Waters  
Lloyd N. Hull  
Lawrence E Larson  
Adalbert VonGontard

**District 11**

Despina Fassuliotis  
Debby Gunzleman  
Stu Reider  
Jack Kriskey  
George Schiele

**District 12**

Richard Perri  
Richard DiPreta  
Nick Fortunato  
Mary Romeo  
William Kalna



**REPRESENTATIVE TOWN MEETING MEMBERSHIP**

(as of 6-30-06)

**Term Expires December 31, 2007**

**District 1, South Center**

Mary M Ambrogio  
Carl G. Carlson, Jr VCHR  
George F. Chelwick  
Norman R. Collins  
Edward D. Dadakis  
Frederkci R Feldman  
Pamela Frederick  
Margaret W. Frey  
Gregory S. Frumin  
Nora Gentry

Dean L Goss CHR  
Hans A. Helbig  
Richard P. Holleran  
Patrick F. Maher

Mary G. Pellegrino, SEC  
Julie L Ray  
Patricia C Scarpelli  
Najm Shams  
Carol A. Zarrilli

**District 2, Harbor**

Kevin J. Brogan, CHR  
Duncan G. Burke  
Nancy B. Burke  
Carlo F. Cantavero  
Donald R. Conway  
Nancy A. Fogwell, VCHR

J. Suzanne Geiss-Robbins  
Walter H. Liebman  
Cecilia H. Morgan  
Wilma Nacinovich, SEC  
Meredith Relyea

Mark Schroeder  
Paul Settelmeyer  
John F. Toner  
Douglas J. Wells

**District 3, Chickahominy**

Michael Aurelia  
Louise T. Bavis, SEC  
Mercedes Blackson  
Thomas P. Conelias, VCHR  
Holly Delohery

Murray S Paroly  
Maude Ann Polo  
J. Robert Tuthill, CHR  
Claudia Velez  
M. Michael Warner

**District 4, Byram**

Felix Andreoni  
Frances Avery, SEC  
John M Bambino  
Russell Bowman  
Linda R. DeSeife, VCHR  
Thomas J. Greco

Susan McCabe  
Robert J. McKnight, Jr CHR  
Alexander J. Popp, Jr  
Maria M. Popp  
David C. Rupert  
Josiane Schaffner-Parnell

Jonathan R Shankman  
Donald R. Vitti  
James T. Wahba  
John B. Wahba

**District 5, Riverside**

Frederick L. Baker, III  
Franklin H. Bloomer, Jr.  
Robert K. Brady  
Edward T. Broadhurst, III  
Elizabeth C. Campbell  
James H Daine  
Jennifer A Dayton, SEC  
J. William Drake

Valerie L. Erde  
Laure B. Erickson  
Mary S. Ferry, CHR  
David H Haffenreffer  
Jacqueline K. Hammock  
Gerald S Isaacson  
Lucy B. Krasnor, VCHR  
Karen S. Oztemel

Samuel T. Telerico  
James W. Vaughan  
Robert I Wishnick

**District 6, Old Greenwich**

Neill J. Bulger  
Thomas J. Byrne  
Marilyn R. Cahn  
Carol C. Ducret  
Richard F. Grieb

Robert Guerrieri  
Walter K. Howe  
Coline Jenkin, CHR  
Claudia M. Keeler  
Arline Lomazzo, SEC

Edward M Manganiello  
Stephen Meskers  
David J. Noble  
Erford E Porter, II  
Robert F. Robben  
Barbara T. Rudd Nucci  
Karen A. Sadik-Kahn  
Eric Tautel  
Alexis Voulgaris

**District 7, North Center**

Eleanor S. Bloom  
Ellen Brennan-Galvin  
Michael K. Burke  
Susan L Carmichael  
William J. Clark  
Alice B. Duff  
Karen Fassuliotis

Patrick J. Gillis  
Randall Huffman  
Angela M Hyland  
Mary A. Jacobson  
Lucia D Jansen  
Janet K. Lockton  
Roger H. Lourie, VCHR  
Ralph M. McDermid, Jr

Susan M. Morton  
Winona S. Mullis  
Robert S. Searle, SEC  
Valerie Stauffer, CHR  
Joseph L. Williams

**District 8, Cos Cob**

Susie L. Anderson, SEC  
Peter Basilevsky  
John E Beckwith  
Peter E. Berg  
James G. Boutelle  
Joshua H. Brown  
Francis J. Burgweger, Jr  
Nancy P. Chapin  
William E. Connors  
Charles L. Edwards, III  
Christine L. Edwards

Gordon A Ennis  
Steven D. Gross  
Richard Kral, Jr, CHR  
Anthony Tod Laudonia  
Drew Marzullo  
David Melick  
R. Blair Murphy

James J. O'Brien  
Peter Pellerzi  
Frank A. Posluszny  
Alicia Shreders  
John A Shulman  
Stephen M. Soler  
Christopher R. vonKeyserling

**District 9, Pemberwick-Glenville**

Jane W Arnone  
Robert L. Beerman  
Andrew Bernstein  
Paul F. Curtis  
Evan L. Delman  
Vicent A. DiMarco, VCHR  
Robert C. Dobbs, Jr.  
Michael Dunne  
Betsy S Frumin, CHR

Donna Guadoso-Zeale  
Anna B Napolitano  
Adrian Pasternak  
Frank P. Petise  
James C. Reilly  
Adele Rota, SEC

Frank C. Rota  
Gregory H Skidmore  
Juan P Sosa  
Ralph Vizzari  
Frank Woei

**District 10, North West**

Gerald L. Anderson, VCHR  
Joseph M Annunziato  
John H. Blankley  
Robert M. Byrnes  
Joan E. Caldwell, CHR  
Carol M. Caroll  
Robert Chiappetta  
David W. Detjen

Swan M. Grant  
Gale Hartch  
Lloyd N. Hull  
Robert V. Lardon  
Lawrence E. Larson  
John M. Lucaarelli  
Bertram M Metter  
C. Hooker O'Malley

Mark Pruner  
Robert J. Richardson  
Alan A. Small  
Emerson L Stone  
Louisa H Stone

**District 11, North East**

Mary H. Bruce  
Richard D. Bruce  
Kevin B. Coyner  
David A Dewey  
Joseph Fahys  
Despina K. Fassuliotis  
Rosa A Fini  
David L. Hoffman  
Corinne A Hughes  
Joseph Huley  
Jospeh J. Kaliko

Todd Kennedy, VCHR  
Stanley J. Klein  
Harry A LeBien  
Mary Hope Lewis  
Fern M. Lindsay  
Rosalind Nicastro

Joseph L Pellegrino  
Marianna Ponns-Cohen  
Sabine Schoenberg  
Nicholas p Skeadas  
Michael G Wacek  
Mary S. Waldron

**District 12, Havemever**

Bill Bambrick  
Thomas E. Bancroft  
Alice B DeCaro  
Fred A. DeCaro, III, SEC  
Richard S. DiPreta  
Ellen Jo Haskell  
Barbara G. Hindman

Robert C. Kavee  
Robert T. May, CHR  
Miriam Mennin  
David J. Norton  
Robert Perri, VCHR  
Michael J. Petrucelli  
Hope Polidoro

Gerald J. Porricelli  
Sandra A Romaniello  
Mary Romeo  
Peter M Sherr  
Cheryl P. Smith  
Jane S. Sulich  
Charles E Thivierge, Jr

**Ex-Officio Members**

James A. Lash, First Selectman  
Penny Monahan, Selectman

Peter J. Crumbine, Selectman  
Carmella C. Budkins, Town  
Clerk

J. Wayne Fox, Town Attorney

**BET Members**

Peter H. Tesei, CHR  
Stephen Walko  
Robert S. Stone  
Nancy E Barton

James A Himes  
Michael S. Mason  
Alma Rutgers  
Arthur D. Norton

Leslie L. Tarkington  
William Finger  
Edward T. Krumeich, Jr  
Laurence B. Simon

**REPRESENTATIVE TOWN MEETING DISTRICTS  
BOUNDARIES - REGISTERED VOTER**

**DISTRICT NO. 1 - SOUTH CENTER** (Registered voters – 2,487)

Bounded on the north by the center of the Boston Post Road; on the east by the center of Brothers Brook; on the south by the center of the Metro-North Railroad; on the west by the center of Prospect Street from the Metro-North Railroad northerly to the Boston Post Road.

**DISTRICT NO. 2 - HARBOR** (Registered voters – 2,019)

Bounded on the north by the center of the Boston Post Road from Brothers Brook to the Mianus River; on the east by the center of the Mianus River and the center of Cos Cob Harbor and a line south from the center of the entrance of Cos Cob Harbor in Long Island Sound; on the south by the southern boundary of the Town of Greenwich in Long Island Sound from a line south of Cos Cob Harbor to a line south from the Metro-North Railroad underpass at Hamilton Avenue; on the west by a line from Long Island Sound directly north to Metro-North Railroad underpass at Hamilton Avenue, thence easterly along the center of the Metro-North Railroad from the underpass at Hamilton Avenue, to the center of Brothers Brook, thence northerly along the center of Brothers Brook to the Boston Post Road.

**DISTRICT NO. 3 - CHICKAHOMINY** (Registered voters – 1,230)

Bounded on the north by the center of the Boston Post Road from Western Junior Highway to Prospect Street; on the east by the center of Prospect Street southerly to the Metro-North Railroad; on the south by the center of the Metro-North Railroad to the underpass at Hamilton Avenue and thence northerly on a direct line to the intersection of Richland Road and Western Junior Highway, thence on the center of Western Junior Highway to the Boston Post Road.

**DISTRICT NO. 4 - BYRAM** (Registered voters – 2,205)

Bounded on the north from the center of Comly Avenue from the New York State line to the center of the Byram River; on the east by the Byram River southerly to Davis Avenue and then southerly from the intersection of Davis Avenue and the Byram River to a point 200 feet east of the New York State Line on the Boston Post Road, thence easterly on the Boston Post Road to Western Junior Highway thence southerly along the center of Western Junior Highway to the intersection with Richland Road, thence southerly on a direct line to the underpass of the Metro-North Railroad at Hamilton Avenue, thence directly south to the New York State Line in Long Island Sound; on the west by the New York State Line.

**DISTRICT NO. 5 - RIVERSIDE** (Registered voters –2,645)

Bounded on the north by the center of the Boston Post Road; on the east by the center of Sound Beach Avenue to the center of Arch Street to West End Avenue and thence easterly on the center of West End Avenue to the center of Long Meadow Creek, thence south on the center of Long Meadow Creek and the center of Greenwich Cove to Long Island Sound; on the south by Long Island Sound; on the west by the center of Cos Cob Harbor and the Mianus River to the Boston Post Road.

**DISTRICT NO. 6 - OLD GREENWICH** (Registered voters –2,757)

Bounded on the north by the center of the Boston Post Road; on the east by the Stamford City line to the southern boundary of Greenwich in Long Island Sound; on the south by the New York State Line in Long Island Sound; on the west by a line in Long Island Sound north to the center of the entrance of Greenwich Cove, thence along the center of Greenwich Cove and Long Meadow Creek leading northerly to West End Avenue, thence along the center of West End Avenue westerly to Arch Street; thence northerly along the center of Arch Street and Sound Beach Avenue to the Boston Post Road.

**DISTRICT NO. 7 - NORTH CENTER** (Registered voters – 2,790)

Bounded on the north by Pemberwick Brook from the center of Weaver Street northerly to Rockefeller Pond and thence by Sherwood's Brook northerly to Clark's Drive and thence westerly of the center of Clark's Drive to Pecksland Road and thence northerly by the center of Pecksland Road to Round Hill Road, and thence by the center of Round Hill Road southerly to Lake Avenue, and thence southerly by the center of Lake Avenue to North Maple Avenue, and thence by the center of North Maple Avenue and Ridgeview Avenue and Andrews Road to North Street, thence northerly along the center of North Street and easterly along the center of Fairfield Road to Stanwich Road; on the east by the center of Stanwich Road southerly to the Boston Post Road; on the south by the center of the Boston Post Road from Stanwich Road to East Weaver Street; on the west by the center of East Weaver Street to Weaver Street, and by the center of Weaver Street to Pemberwick Brook.

**DISTRICT NO. 8 - COS COB** (Registered voters – 3,582)

Bounded on the north by the center of Guinea Road; on the east by the Stamford City line from Guinea Road to the center of the Mianus River, then south along the center of the Mianus River to the Boston Post Road; on the south by the center of the Boston Post Road from the Mianus River westerly to Stanwich Road; on the west by the center of Stanwich Road northerly to Guinea Road.

**DISTRICT NO. 9 - PEMBERWICK-GLENVILLE** (Registered voters – 2,796)

Bounded on the north by the center of the Merritt Parkway from the New York State Line to the intersection with the Byram River; on the east by the center of the Byram River southerly to the intersection of Bailiwick Road, thence easterly on the center of Bailiwick Road to Riversville Road, then southerly on the center of Riversville Road to Pecksland Road, thence easterly on the center of Pecksland Road to Clark's Drive, thence easterly on the center of Clark's Drive to Sherwood's Brook, thence southerly along Sherwood's Brook to Rockefeller Pond, and thence by Pemberwick Brook to Weaver Street, thence on the center line of Weaver Street to East Weaver Street, and thence by the center of East Weaver Street to the Boston Post Road; on the south by the center of the Boston Post Road from East Weaver Street westerly to a point 200 feet east of the New York State Line; on the west from a point on the Boston Post Road 200 feet east of the New York State line northerly to the intersection of Davis Avenue and the Byram River, thence northerly along the center of the Byram River to Comly Avenue, thence westerly along the center of Comly Avenue to the New York State Line, thence northerly along the New York State Line to the Merritt Parkway.

**DISTRICT NO. 10 - NORTH WEST** (Registered voters – 2,947)

Bounded on the north by the New York State line; on the east by the center of Lake Avenue to Round Hill Road; on the south by the center of Round Hill Road to Pecksland Road, thence by the center of Pecksland Road to Riversville Road, thence on the center of Riversville Road northerly to Bailiwick Road, thence westerly on the center of Bailiwick Road to the intersection with the Byram River, thence northerly on the center of the Byram River to the intersection with the Merritt Parkway, then westerly at the center of the Merritt Parkway to the New York State Line; on the west by the New York State Line.

**DISTRICT NO. 11 - NORTH EAST** (Registered voters – 3,267)

Bounded on the north by the New York State line from Lake Avenue easterly to the Stamford City Line; on the east by the Stamford City Line southerly to Guinea Road, thence westerly along the center of Guinea Road to Stanwich Road, thence southerly along the center of Stanwich Road to Fairfield Road; on the south by the center of Fairfield Road westerly to North Street, thence southerly along the center of North Street to Andrews Road, thence westerly along the center of Andrews Road, Ridgeview Avenue and North Maple Avenue to Lake Avenue; on the west by the center of Lake Avenue from North Maple Avenue northerly to the New York State Line.

**DISTRICT NO. 12 - HAVEMEYER** (Registered voters – 3,007)

Bounded on the north and west by the Mianus River; on the east by the Stamford City Line; on the south by the center of the Boston Post Road

